PURPOSE

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit discrimination based on disability in all stages of employment, including the application process. The ADA requires employers to provide:

- Individuals with disabilities access to the same employment opportunities and benefits available to individuals without disabilities. Reasonable accommodations to assist employees in performing their essential job functions or in having equal benefits and privileges of employment.
- Reasonable accommodations to qualified applicants.

POLICY

Westminster provides reasonable accommodations to qualified employees and applicants with disabilities. This policy and these procedures apply to all employees: faculty (full-time, part-time, and adjunct), staff, and student employees. The Human Resources Department is responsible for administering this policy.

PROCEDURES

EMPLOYEE REQUEST FOR ACCOMMODATIONS – the Interactive Process

1. An employee can request a workplace accommodation based on a disability to their immediate supervisor or to Human Resources. “Request” can mean a formal, in-writing request or a discussion about the disability and how it affects their work. Supervisors who receive or become aware of a request must contact Human Resources within two business days of receiving a request.
2. Human Resources will request that the employee complete an ADA Reasonable Accommodation Request Form and a Limited Medical Release Form.
3. The Human Resources representative will review a functional job description for the employee’s position and share a copy with the employee and their supervisor. This will take place within 5 working days.
4. Once the Human Resources department receives the signed Limited Medical Release from the employee, it will submit the signed release, an ADA Accommodations Information
5. The Human Resources representative will determine eligibility after the Human Resources department receives a complete ADA Accommodation Information from Treating Healthcare Provider Form from the employee’s healthcare provider/s.

6. If the employee’s medical condition is observable, in its discretion the Human Resources department might not require the employee to provide information from a treating healthcare provider.

7. A meeting with the Human Resources department, the requesting employee, and his or her supervisor will be held to discuss eligibility and options for reasonable accommodations.
   a. If the employee is eligible and accommodations are warranted, the Human Resources department will provide a letter to the employee outlining the granted accommodations and provide a copy to the supervisor. The accommodation will be reviewed annually.
   b. If the employee is not eligible, the Human Resources department will provide a letter to the employee outlining the reason the employee is not eligible and/or the accommodations are not warranted and provide a copy to the supervisor. The employee may appeal the determination by submitting a formal appeal letter to the Human Resources Executive Director within five business days from the receipt of the notice of non-eligibility.