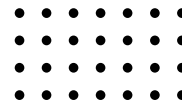


Reasonable ADA Accommodations Process



WHO TO CONTACT FOR ACCOMMODATIONS:

- Candidates - HR Talent Management
- Students - Student Disability Services
- Student Employees, Faculty, and Staff - HR Benefits

STEP 1: Employee or supervisor notifies HR of a need for an accommodation.

STEP 2: HR provides ADA paperwork and guidance on the process to the employee.

STEP 3: Employee completes paperwork with their medical provider.
Paperwork is returned directly to HR.

STEP 4: HR representative reviews the disclosed disability information in accordance with the Americans with Disabilities Act (ADA).

Additional documentation may be requested from the employee, supervisor, or physician to support request processing.

Interactive Process Begins

STEP 5A: HR representative meets with employee to evaluate requested accommodations.

STEP 5B: HR representative consults with the supervisor to assess feasibility.

STEP 5C: Accommodation evaluation: Can the request be met as-is?

YES

NO

STEP 6: Final decision is made by HR for the accommodation (approved, modified, or denied) and a formal letter is issued to the employee and supervisor.

STEP 7: Supervisor and employee implements accommodation with HR's assistance as needed.

STEP 8: HR checks in within a set period (but no later than 1 year) to assess effectiveness and any changes.