

University of New Mexico
CHECKLIST- Accommodation Requests for Supervisors and Human Resources P

Employee

First Name: _____ Last Name: _____ MI: _____
Dept./School: _____ Email: _____

Supervisor

First Name: _____ Last Name: _____ MI: _____
Dept./School: _____ Email: _____

- 1. If you receive an accommodation request (whether in writing or verbally), forward request to HR and OEO. Verbal accommodation requests are acceptable.
- 2. If request was verbal, ask that the employee fill out the Reasonable Accommodation request form.
- 3. Begin the interactive dialogue. The interactive dialogue should be an informal conversation to discuss strategies and specific accommodation(s) that will assist the employee to become more effective at their job. Provide HR and OEO with completed Reasonable Accommodation Request form. Work collaboratively with the employee throughout the process. Document all actions. The supervisor can ask clarifying questions during the interactive dialogue. Make sure that you do not require the employee to disclose their disability, only the accommodation they are seeking.
- 4. Review the job description with the employee to ensure that the essential functions of the job are current and clearly defined.

Provide the employee a copy of UNM's Reasonable Accommodation policy, "Reasonable Accommodations for Employees with Disabilities". <http://policy.unm.edu/university-policies/3000/3110.html>

- 5. Review the definition of a disability as defined by the ADA.
- 6. Mention the employer's responsibility under the Americans with Disabilities Act of 1990, as Amended. (*As an employer, the University of New Mexico is required to provide reasonable accommodations for qualified employees with disabilities unless doing so would create an undue hardship or pose a direct threat to an employee or other employees*).
- 7. If the supervisor and employee identify a reasonable accommodation(s) that can be provided without medical certification/documentation, approve the accommodation and document it. Send a copy of the agreed upon accommodation to OEO and HR.

Note:

An employee does not have to submit a reasonable accommodation form to request a reasonable accommodation. The request may also occur verbally or through some other written notice. If this occurs, please start an interactive dialogue. If necessary, provide them with a reasonable accommodation request form. If questions remain, please contact the ADA Coordinator, Francie Cordova at 277-5251

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If an employee requests time off for a reason possibly related to a disability, the employer should determine the employee's rights under all relevant statutes (FMLA, ADA, etc.). Thus, the employer should still initiate an interactive dialogue with the employee to identify potentially effective accommodations.. In some cases, leave on short or long term may be the only effective accommodation (e.g., need for time off to obtain medical treatment, recuperate from an illness, etc.).

- 8. If the supervisor and the employee are not able to identify an acceptable accommodation without medical certification/information, the supervisor may request that the employee submit a medical certification to their healthcare provider to provide further clarification of impairment/limitations/restrictions.
- 9. Provide the requested accommodation(s) if it does not cause an undue hardship. The supervisor and the employee may discuss alternative accommodations. An undue hardship is defined an accommodation that requires significant hardship or expense to the employer, and is considered based on UNM's resources as a whole. Consider contacting OEO before you reject an accommodation as an undue hardship.
- 10. Document both the accommodation request and the reasonable accommodation provided. Forward the documentation to HR and OEO. Note that all medical information provided in regard to a reasonable accommodation must be kept in a confidential file separate from any employee or personnel file.
- 11. Inform employee in writing of the approval. The approval letter must specify the accommodation and duration of the accommodation. It must remind the employee to provide an updated Certification form from the healthcare provider if necessary, at least two weeks prior to the expiration of the accommodation if the accommodation includes an expiration date.
- 12. If the Supervisor intends to deny the accommodation due to hardship or if the Supervisor determines that the condition does not qualify as a disability, consult with OEO before notifying the employee. OEO will help the supervisor analyze the hardship entailed by granting the request. OEO will provide guidance and recommendations in regard to the accommodation request.
- 13. If the accommodation is ultimately denied, the employee should be notified of the denial in writing. The employee will have ten business days to appeal the denial in writing to OEO.

Note: If it is determined that the condition does not qualify as a disability, notify the employee in writing in accordance with "Reasonable Accommodation for Employees with Disabilities." Call OEO before determining that a condition does not qualify as a disability.

Follow Up

- 14. If approved, implement accommodations. If denied, follow up with OEO regarding the denial.
- 15. Discuss effectiveness of accommodation with employee no later than one month after implementation.
Date_____
- 16. Document all follow-up and forward the information to OEO.

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Employee's Signature

Date

Supervisor's Signature

Date

Human Resources Use Only

Human Resources follows up with supervisor within 10 days.

HR Representative's Signature

Date

Forward All Information to HR Consultant