

FACULTY/STAFF¹ Guide to Reasonable Accommodation Requests

- 1. Make the Request:** the employee is responsible for requesting the workplace accommodation for a disability. The request should be made to the employee's direct supervisor. Verbal requests for accommodation are acceptable, but best practice is that the request is made in writing, or using UNM's **Request for Reasonable Accommodation Form**. Make copies of any documents provided to your supervisor.
- 2. Engage in Interactive Dialogue:** Speak to your supervisor to determine if your request is approved or denied, if your employer needs more information, or if only parts of your request are approved. This dialogue is meant to be informal and serve as a brainstorming opportunity to produce strategies on how to move forward with the most effective means of accommodation. Document the process, specifically who was in attendance and what will be expected from all participants to the interactive dialogue.
- 3. Follow up:** If your supervisor has not responded to your request, speak to your supervisor about what is delaying a response. Inform your HR representative if necessary to promote completion of the request process, to discuss clarification of essential functions, or to discuss related policies or other available benefits (such as leave policies). Notify OEO if more than 15 days has passed since you made your request to your supervisor.

If your supervisor determines that a **Medical Certification Form** is necessary for your request, follow up with your health care provider to ensure that the form has been completed and returned to HR. If required, your request cannot move forward without this information. It is important that you include a copy of your job description with the reasonable accommodation request.

IMPORTANT NOTE: The only medical documentation that UNM needs is any medical documentation that is specific to your request for accommodation.

- 4. Contact additional campus resources as appropriate:** Other offices on campus that may be able to assist on a case by case basis are:
 - Human Resources: for analyses of essential job functions, and options related to FMLA, short and long term disability.
 - For Faculty: questions on leave should be directed to your faculty contract office.
 - For Staff: questions on leave should be directed to your HR representative.
 - For benefits related questions: Please contact the HR benefits office: (505) 277-6947.
 - For denied accommodations: Contact Office of Equal Opportunity: 277-5251.
 - CARS or Ombuds Services for Faculty & Staff: for a confidential space to discuss your request before you take your concerns to your supervisor.
- 5. If Accommodations are not effective:** re-engage in the interactive dialogue.
- 6. If your condition changes, inform your supervisor:** if your condition worsens or improves, inform your supervisor to determine whether your approved accommodations should be adjusted.

¹This document applies to Teaching Assistants, Graduate Assistants and student employees when requesting an accommodation in their capacity as an employee.