

REQUEST FOR REASONABLE ACCOMMODATION

Name: _____

Position Title: _____

Department: _____

Name of Supervisor: _____

Date: _____

Contact information (email and phone extension):

1. I am requesting a reasonable accommodation in the workplace for my disability as I am unable to perform the following essential function(s) of my position without an accommodation:
2. I request that I be provided with the following accommodation(s) so that I can perform the essential function(s) of my position:
3. The above described accommodation(s) will assist me in performing the essential functions of my position as follows:
4. Alternative reasonable accommodation(s) that may be effective are:

EMPLOYEE/APPLICANT SIGNATURE

DATE

Please submit this completed form to Human Resource Services in Lommasson 252 to begin the interactive process.

ADA (AMERICAN DISABILITIES ACT) ACCOMMODATION PROCEDURE

Employees and applicants with a disability may request an accommodation when there is a workplace barrier that is preventing them from competing for a job, performing a job, or gaining equal access to a benefit of employment. Human Resource Services will respond in a timely manner to all accommodation requests.

Employees May Have a Disability if They:

- Have a physical or mental condition that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning); or
- Have a history of a disability (such as cancer that is in remission); or
- Are believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less)

Process Steps:

1. Requesting an Accommodation

Employees or their representative can request an accommodation verbally or in writing by:

- Communicating directly with employee's supervisor; or
- Contacting Michele Wheeler, Workers Compensation Manager and ADA Accommodation Coordinator, in Human Resource Services by calling 406-243-2842 or emailing Michele.wheeler@mso.umt.edu); or
- Completing the [ADA Accommodation Request Form \(URL must be updated\)](#). Please return the completed form in a sealed envelope to Michele Wheeler, Workers Compensation Manager and ADA Accommodation Coordinator in Lommasson 252, to begin the formalized accommodation process.

2. Engaging in the Interactive Process

Human Resource Services utilizes an interactive process, which simply means that the ADA Coordinator, the supervisor and the employee with a disability who requests an accommodation, work together to determine what accommodation is needed and what will be implemented.

Once an accommodation request has been received, the employer will gather whatever information is necessary to process the request. Necessary information may include documentation of the disability from a health care provider and need for accommodation. In some cases, the employee's disability and need for accommodation are obvious and no additional information is needed. The accommodation needs to be reasonable, effective and take both the employee's and employer's needs into consideration.

3. Implementing, Recording and Monitoring the Accommodation

Once the accommodation has been determined and implemented, the effectiveness is monitored by the employee and supervisor. The accommodation is then documented and maintained by the ADA Coordinator in Human Resource Services in a confidential file separate from the employee's personnel file. If an employee chooses to work directly with his/her supervisor, any accommodations made for the employee must be reported to the ADA Coordinator in Human Resource Services for documentation.