

Procedures for Employees and Applicants Seeking Accommodations

For Current Faculty and Staff (including Supervisors)

If an employee has a qualifying disability and wants to request a workplace accommodation, the Drake Office of Human Resources needs to get involved.

1. As an Employee Seeking Accommodation for a Disability:

- a. You will need to fill out, sign, and date an Accommodation Request Form. The completed form can be returned to your supervisor or to the Human Resources Department. The Human Resources Department can be contacted at:

2507 University Avenue
Des Moines, IA 50311-4505
Phone: 515-271-3133
Website: <http://www.drake.edu/hr/>
Email: drakehr@drake.edu

- i. The Accommodation Request form will be reviewed by Human Resources. Human Resources may reach out to you for more information about your request, functional limitations, job responsibilities, and workplace environment/schedule as appropriate.
- ii. You may also be required to provide additional information from a medical provider documenting your condition, any limitations related to the condition, and the need for the accommodation requested.
 - i. If such documentation is needed, you will be asked to complete the Documentation of Disability Form (a separate form), which has sections that need to be filled out by your physician or health care provider. You will then need to return the completed Documentation of Disability Form to Human Resources to continue the process.
- b. The Human Resources Department will use information from you, your supervisor, and your physician or health care provider (as applicable) to determine what accommodations are reasonable and effective to accommodate your disability in the workplace.
- c. When the review process is complete, you and your supervisor will be provided with an Accommodation Information Form. This form will specifically tell you if your requested accommodation(s) are approved, denied, or whether alternative accommodation(s) are being offered.

- i. The form will contain instructions in the event you want to request reconsideration of Human Resources' decision on accommodations.
 - d. At any time, you may request new, additional, or altered accommodations through Human Resources or your supervisor, and steps (a) – (c) will again be followed. If you want to discontinue any accommodations, inform your supervisor or Human Resources.
 - e. Please read each Form carefully for information and instructions.
- 2. As a Supervisor Receiving a Request for Accommodation:
 - a. If an employee informs you the employee needs or wants to request a workplace accommodation, give the employee an Accommodation Request Form, and ask the employee to fill it out and return it to you or the Human Resources Department.
 - i. If you have reason to believe an employee needs to request an accommodation based on an obvious or apparent disability-related workplace issue, contact Human Resources prior to providing the employee with an Accommodation Request Form.
 - b. If the employee provides a completed Accommodation Request Form to you, give the form to the Human Resources Department immediately.
 - iii. You will not handle the process for reviewing the employee's request for a workplace accommodation. However, the Human Resources Department may request information from you to assess the accommodation request, such as the employee's apparent functional limitations, job responsibilities, and workplace environment/schedule, as appropriate.
 - c. When the Human Resource Department's review is complete, you will be provided a copy of the employee's Accommodation Information Form so that you can implement the accommodation(s) in your workplace. The accommodation(s) listed on the Accommodation Information Form have been determined to be reasonable and effective by Human Resources. Review the form and contact the Human Resources for consultation or clarification.
 - d. Meet with the employee and discuss the specifics of each accommodation to ensure mutual understanding and to establish a good working relationship.
 - e. Direct any questions, concerns, or issues with an employee's accommodations to Human Resources.

For Applicants for Employment

1. As an Applicant Seeking Accommodation for a Disability:
 - a. If you require an accommodation in the application, interview, or hiring process, you will need to let the University know what accommodations are needed by contacting Human Resources.
2. As a Drake Employee or Search Committee Member Receiving a Request for Accommodation.
 - a. If an applicant for employment requests an accommodation in the application, interview, or hiring process, refer the request to Human Resources for assistance, and notify Human Resources of the referral.
 - b. Similarly, if during the application, interview, or hiring process an applicant for employment states they will need a workplace accommodation to perform the position, refer the applicant to the Human Resources Department for assistance, and notify Human Resources of the referral.