

# **EMPLOYEE/APPLICANT 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.

**A PERSON 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/applicants or their representative can request an accommodation verbally or in writing by:

* Contacting Human Resource Services (by phone 541 552-8119 or HRS@sou.edu); or
* Completing the **Accommodation Request Form** located on the Human Resource Services website under Forms and Instructions: <https://inside.sou.edu/hrs/formsinstructions.html>
1. **Engaging in the Interactive Process**

Human Resource Services utilizes an interactive process, which simply means that an HR representative, the supervisor and the employee/applicant requesting the accommodation work together to review what accommodation is needed.

Once an accommodation request is received, Human Resources will gather the information necessary to process the request. Necessary information may include documentation of the disability from a health care provider and description of the need for accommodation. In some cases, the employee/applicant’s disability and need for accommodation are obvious and no additional information is needed. SOU will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

1. **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 Human Resource Services in a confidential file separate from the employee’s personnel/recruitment file.