

PROCEDURE

Effective Date: June 9, 2009

Approved by: Vice President, BFA

Authority: POL-U1600.03

Cancels: PRO-2120.02B

See Also: POL-U1600.03

Accommodating Persons with Disabilities

PRO-1600.02A

Discrimination Complaint Procedure

FRM-1600.03A

Reasonable Accommodation Request Form

URL:

www.disabilityresources.wvu.edu

PRO-U1600.03B REQUESTING A REASONABLE ACCOMMODATION FOR THE JOB APPLICATION PROCESS

Action by:Action:

Applicant with disability

1. **Contacts** Hiring department or Human Resources to make accommodation request.

Hiring Department

-or-

Human Resources

2. **Requests** the applicant's name, phone number, title of position and department.

Important: Hiring department is not ask what the disability is or request any medical documentation.

Hiring Department

(if contact first by applicant)

3. **Promptly contacts** HR- Disability Services to inform about request for disability accommodation and provides information.

Human Resources

4. **Evaluates** request with applicant.

5. **Offers** copy of policy/procedure to applicant.

6. **Discusses** request with hiring department, if necessary.

7. **Requests** additional necessary information or documentation from applicant.

Applicant

8. **Provides** requested information documentation to HR in a timely manner.

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<u>Action by:</u>	<u>Action:</u>
Human Resources	<p>9. Makes decision regarding request.</p> <p>9a. If approved, decides with employee and supervisor on an appropriate timeline for implementation and provides employee and supervisor with necessary information to implement accommodation.</p> <p>9b. If decides request is not reasonable, engages in interactive process with hiring department and applicant to determine availability of an alternative accommodation.</p> <p>9c. If applicant or Hiring Department is not satisfied with the decision, contacts HR Associate Director.</p> <p>10. Documents decisions and action taken.</p>
HR Associate Director	<p>11. Works with applicant, department and other parties (as necessary) to attempt resolution.</p> <p>12. Refers applicant to <i>Discrimination Complaint Procedure</i> (PRO-1600.02A) if not satisfied with process or decision(s).</p>
Hiring Department -and- Applicant	<p>13. Follows direction given by Human Resources and ensures accommodation or other actions are implemented in a timely manner. (Hiring department to cover any related costs).</p>
Human Resources	<p>14. Follows up with Hiring Department to ensure accommodation implemented.</p>
Hiring Department -or- Applicant	<p>15. Contacts Human Resources regarding any problems or delays with the implementation of the accommodation.</p>

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Contact Information

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