

American with Disabilities Act (ADA) ACCOMMODATION POLICY AND PROCESS

Office of Employee Equity

Oak Hall, Rowan University

201 Mullica Hill Road

Glassboro, NJ 08028

ADA – Office of Employee Equity, Oak Hall, Rowan University, 856-256-5494

The Americans with Disabilities Act gives civil rights protection to individuals with disabilities and

If yes, what bodily function is affected?

Immune	Hemic	Circulatory	Other: (describe)
Normal Cell Growth	Special Sense Organs and Skin	Endocrine	
Digestive	Lymphatic	Reproductive	
Bowel	Neurological	Musculoskeletal	
Bladder	Brain	Special Sense	
Genitourinary	Respiratory	Cardiovascular	

B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed to perform the job. The accommodation should make the ability to perform the duties of the job possible. The following questions may help determine whether the requested accommodation is needed because of the disability:

What specific limitation(s) is interfering with job performance?

What job function(s) is the employee having trouble performing because of the limitation(s)?

C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship or alters the nature of the job. The following questions may help determine effective accommodations:

What suggestions do you have regarding possible accommodations to **improve** the ability to perform the job?

What is the **medical rationale** for these accommodations?

How would your suggestions **improve** ability to perform the job?

Additional FRPPHQWVUHJDUGQJWKVHPSORNHVUHTKIVWIRUDFFRPPRGWLRQV

Physician signature: _____ License # _____ Date _____

Physician name