Americans with Disabilities Act Amendments Act of 2008 (ADAA)
Accommodation Request Guidelines

1. Employee/Applicant Responsibilities
   • Meet with your designated supervisor and/or Engineering Human Resources as appropriate to discuss the ADAA accommodation request process.
   • Provide details supporting your request to include information on your disability and the proposed accommodation.
   • Review the current position description and determine the requested ADAA accommodation based upon the essential functions of the job.
   • Provide position description to the healthcare provider and request a medical statement to be completed and include information relevant to System Regulation 08.01.01, Section 6. (Refer to Healthcare Provider Responsibilities section)

   Individuals “who request an accommodation are responsible for obtaining a medical statement that contains a [1] diagnosis, [2] prognosis, and [3] the major life function that is substantially limited. This medical statement should include [4] an evaluation as to the effect that the impairment has on the employee's ability to perform the duties associated with the employee’s or applicant’s position”.

   • Submit the request (and medical statement) to Engineering Human Resources

2. Employee’s Healthcare Provider Responsibilities
   • Provider should review the employee’s essential job functions based upon current position description in conjunction with the employee’s accommodation request.
   • Provide signed/certified medical statement including details outlined in Section 6 of System Regulation 08.01.01 (above) and return to employee or submit to:

   Director, Engineering Human Resources
   Mail Stop 3467 | College Station, TX 77843-3467 | Fax (979) 458-7720

3. Engineering Human Resources Responsibilities
   • Provide confirmation of receipt of the request for accommodation.
   • Communicate with the employee regarding the ADAA accommodation request process.
   • Explain the essential details required in the ADAA request for accommodation and specific details to be included in the medical statement.
   • Review the completed request for accommodation and the medical statement, and determine:
     a) If the individual has a disability as defined by the ADAA;
     b) Whether or not the requested accommodation is reasonable;
     c) Whether or not the requested accommodation will enable the applicant/employee to meet the essential functions of the job;
     d) If the applicant/employee is a qualified person with a disability; and
     e) Whether or not there are other reasonable accommodations that are equally effective.
   • Notify the employee in writing of the determination.

Questions regarding ADAA can be directed to Engineering Human Resources by calling 979-458-7699