Employee ADA Accommodations Procedures

When an employee needs accommodations under the American’s with Disabilities Act (ADA), such as ASL interpreters or specialized equipment, the employee and/or hiring department should complete the ADA Accommodations Request form and contact the Director of HR Information and Services in order to begin the process of determining eligibility for accommodations.

Approval Process
- The employee must provide documentation of the disability to the Director of Human Resources Information and Services, who will determine if the employee's request is covered by the ADA.
- If eligible for accommodations, HR will work with the employee to determine the type of accommodation(s) needed that will enable the employee to accomplish the essential functions of the job.
- If approved, HR will make arrangements for any accommodations that involve modifications to facilities, office furniture or the purchase of equipment.

Departmental Scheduling
- An individual approved by the Director of HR Information and Services for an ADA accommodation involving services such as interpreters or captionists/CARTs that will be regular and recurring, will work through their department regarding scheduling those services.
- HR will provide instructions to the department regarding the process and a list of approved external agencies to use whenever the college’s part-time interpreters are not available.
- The department will make arrangements for interpreters for their employee according to those instructions and forward time sheets or invoices to HR for processing against a college ADA cost center. All time sheets and invoices should be approved by the department before forwarding them to HR.

Other
Interpreting services for some college-wide events, such as graduation and All College Day, are generally scheduled by either the Registrar or through HR. HR will not always know when an employee is planning to participate in an event or activity, so it is important for the employee to work with his/her department (and coordinate with the Director of HR Information and Services) when he/she is scheduled to participate in a non-departmental event to ensure appropriate interpreting services are provided but at the same time ensure that services are not double-scheduled.