

Normandale Community College
**PROCESS FOR REQUESTING REASONABLE ACCOMMODATIONS
FOR CURRENT EMPLOYEES/EMPLOYEES SEEKING PROMOTION**

1. The supervisor and the employee with a disability consult to determine the need for accommodation and to discuss such alternatives as job restructuring, job site modification, and assistive devices. The employee may request the assistance of other individuals in support of his/her request. Alternatives are discussed with the division administrator and the Affirmative Action Officer. Documentation containing private medical data should not be requested or retained by the supervisor but will be requested/retained by the Affirmative Action officer.
2. The employee submits a written request for reasonable accommodation (Form Admin. #458) which can be obtained from the Human Resources Office. The request must include a justification for the accommodation and a statement of the limitations. A medical statement of limitations may be included or requested by the Affirmative Action Office.
3. The Affirmative Action Officer, the supervisor, the division administrator and the employee will work cooperatively to determine if/how the accommodation will be made. The Affirmative Action Officer will maintain contact with the employee requesting the accommodation while researching the accommodation request.
4. Available alternatives, impact on resources and the eligibility of the employee for the accommodation are assessed by the Affirmative Action Officer, the supervisor and the division administrator. The decision to grant, amend, or deny the requested accommodation is made within a reasonable time of the original request.
5. The Affirmative Action Officer completes the Reasonable Accommodations Agreement Form (Admin. 459), either accepting or denying the request, and obtains the necessary signatures.
6. A copy of the Admin. 459 form is returned to the employee and the division administrator/supervisor who is responsible for implementing the decision.
7. If the request is approved and a purchase is necessary, the division administrator/supervisor submits appropriate documents for purchase.

Appeals

An employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the college president within a reasonable time of receiving of the decision. The employee may request the assistance of other individuals in support of his/her request. Within five working days, the college president (or designee) will arrange to meet with the employee to discuss the reasonable accommodation request.

The college president will make a final determination within five working days and will convey the decision to the employee, the affirmative action officer and division administrator/supervisor.

Complaints

If the employee is still dissatisfied and feels the decision was based upon discriminatory reasons, the employee may utilize the discrimination complaint procedure contained in this Affirmative Action Plan.