# **Employee ADA Reasonable Accommodation(s) Review Process**

#### **Accommodation Request**

- 1. Employee requests accommodation either orally or in writing either to immediate supervisor and/or HR.
- 2. Employee is asked to complete Accommodation Request Form and physician statement or Health Care Provider Form, if necessary.
- 2. Employee Request Form and health care information, if necessary, is submitted to Risk Management.
- 3. Risk Management obtains input from Employee's immediate Supervisor and employee and provides all information to the ADA Committee and schedules an ADA Committee meeting.
- 4. ADA Committee reviews all information and obtains additional input from employee and/or supervisor, if necessary.
- 5. ADA Committee approves, modifies (including considering reassignment), or denies accommodation request and provides a response to the employee.
- 6. Risk Management notifies employee and immediate supervisor of ADA Committee decision and maintains all record(s).



Risk Management monitors



### **Modification or Denial - Appeal**

- 1. If employee is dissatisfied with the decision, employee may file a grievance under Irving ISD Board Policy DGBA within 10 school days after employee receives notice of the ADA Committee's decision.
- 2. All grievances filed in regard to a request for accommodation will be heard at Level 1 by a representative of Risk Management and at Level 2, by member of the ADA Committee.

## **APPEAL GRANTED**

Risk Management monitors



### **Modification or Denial - Employment Action**

- 1. If accommodation denied and no other reasonable accommodations can be provided, HR determines, with input from supervisor, if employee is still qualified for position.
- 2. If employee is not qualified for position and no other positions are available for which employee is qualified, appropriate employment action should be taken (termination or nonrenewal).