

# Americans with Disabilities Act Reasonable Accommodation Procedure

**Step 1:** The employee/applicant contacts the ADA Coordinator for the University of Colorado Anschutz Medical Campus and obtains the Reasonable Accommodation Documentation Form.

**The ADA Coordinator may be contacted at:**

**HR.ADACoordinator@cuanschutz.edu**

**Step 2:** Employee takes the form and a list of essential job functions (or a description of the application process) to his/her medical professional. The essential job functions may be found on the job description, job posting or performance plan. The medical professional completes and signs the form. Employees should be aware that their medical professional may require the employee/applicant to sign a medical release form.

**Step 3:** The employee/applicant submits, or requests the medical professional submits, the completed form to the ADA Coordinator. Please be aware that it may be necessary for the ADA Coordinator to consult with the medical provider. If so, the employee/applicant will be asked to sign a release form.

**Step 4:** The ADA Coordinator reviews the form and engages the employee/applicant in an interactive process to identify appropriate reasonable accommodations. This may require an assessment by a third-party vendor which the ADA Coordinator can assist in identifying. The employee/applicant's department generally must fund the evaluation; there is no general university fund for this purpose.

**Step 4:** Employee's department or other University management provides information to the ADA Coordinator to determine whether the request for accommodation causes undue financial or administrative burdens, fundamental alteration to a program or activity, or significant risk to health or safety to self and/or others. The employee/applicant's department generally must fund the request; there is no general university fund for this purpose.

**Step 5:** ADA Coordinator informs the employee/applicant whether appropriate reasonable accommodation has been identified. The ADA Coordinator will follow-up with the employee and responsible department to ensure the accommodation is implemented.

*The Americans with Disabilities Act (ADA), as amended, requires that CU Anschutz provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, and for persons who participate in or apply for participation in the University's programs and activities. Exceptions to the obligation for providing accommodation may be made if doing so would cause undue financial or administrative burdens, fundamental alteration to a program or activity, or significant risk to health or safety to self and/or others.*

*For more information about disabilities visit the following federal government websites: [www.ada.gov](http://www.ada.gov) and [www.adainformation.org](http://www.adainformation.org).*

*For more information about types of accommodations appropriate for specific disabilities visit the Job Accommodation Network at [www.askjan.org](http://www.askjan.org).*

*Employees on the Anschutz Medical Campus can find the University Disability Accommodation policy on the Human Resources website found at: [www.cuanschutz.edu/HR](http://www.cuanschutz.edu/HR).*

*Students on the Anschutz Medical Campus seeking reasonable accommodation should contact the **Office of Disability Resources and Services** at: 303-724-5640*



Human Resources

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