

## ADA Accommodations Summary of the Process

- Step 1.** Employee initiates request for ADA accommodation by completing and returning the Reasonable Accommodation Form to Georgia Tech Human Resources (GTHR/Employee Relations) via Drop Box or Fax.
- Step 2.** GTHR/Employee Relations contacts employee's supervisor:
- a. Provides documentation for supervisor/department head to complete:
    - i. Job Analysis
    - ii. Essential Functions Analysis
  - b. Requests Job Description if HR does not already have current document.
- Step 3.** Supervisor provides GTHR/Employee Relations with all requested documentation within five (5) business days.
- Step 4.** GTHR/Employee Relations provides employee with an ADA Medical Certification Form, together with an attached Essential Functions/Job Description and Job Analysis.
- Step 5a.** Employee submits an ADA Medical Certification Form to GTHR/Employee Relations that is completed and signed by a health care provider within fifteen (15) **business** days.
- Step 5b.** If the ADA Medical Certification Form is not received, GTHR/Employee Relations will notify the employee and allow ten (10) additional **calendar** days to receive the documentation or the case will be closed as incomplete and no more action will be taken on the matter. The employee will receive an Incomplete Closure notification by email.
- NOTE:** Cases that have an Incomplete Closure, may be reactivated when the ADA Medical Certification is received. However, if a substantial amount has passed or the employee is in a new position, the employee will need to initiate the process again with a new Reasonable Accommodation Form.
- Step 6.** GTHR/Employee Relations reviews all documents and makes a determination on employee eligibility for ADA accommodations and, where applicable, determines reasonable accommodations. GTHR/Employee Relations consults with Georgia Tech Legal Affairs, as necessary.
- a. Employees found eligible for an accommodation will be notified and a meeting will be scheduled with GTHR/Employee Relations and the employee's department supervisor to discuss possible reasonable accommodations (interactive process); or

- b.** Employees determined to be ineligible for an accommodation will receive written notice of this determination from GTHR/Employee Relations together with information on how to appeal the determination.

**Step 7.** Employee and supervisor sign Notification of Accommodation Status form. GTHR/Employee Relations provides and/or coordinates any necessary information/training to supervisor. In some instances, training may need to be provided by an appropriate outside vendor/consultant as determined by GTHR/Employee Relations.

**Step 8.** All documents relating to the employee's disability and accommodation shall be maintained by GTHR/Employee Relations in a separate file compliant with ADA confidentiality requirements.