



## **Do you have the need for workplace accommodations due to a disability?**

Washington State University (WSU) is committed to providing equal opportunity in its services, programs, and employment for individuals with disabilities. This includes Reasonable Accommodations for known physical, mental, or sensory limitations of an otherwise qualified individual under the [Americans with Disabilities Act](#), [Washington Law Against Discrimination](#), and associated University policies and procedures.

As part of the process, as noted in [BPPM 60.21 Reasonable Accommodation](#), HRS may request employees provide written documentation from a licensed health care provider, including a statement of the employee's functional limitations or substantially limiting effects.

Seeking a pregnancy or postnatal accommodation? Check out the [Pregnancy and Parental Resources Guide](#). Need a period of medical leave due to your own serious health condition or disability? This does not require a review for accommodation first. See the [Medical Leave Quick Guide](#).

Please see below for Next Steps and Resources to apply for workplace accommodations at WSU.

### **Step One**

- Complete the following Employee forms.
  1. [Accommodation Request for Disability or Serious Medical Condition](#)
    - Alternate documentation/communication may be provided as long as it contains information regarding the functions of your job which you are unable to perform due to the limitations of your indicated disability.
    - You are encouraged to identify desired accommodations for consideration.
  2. [Medical Release Statement for Reasonable Accommodation Requests](#)

### **Step Two**

- Contact and discuss your situation with your Healthcare Provider (HCP).
- Provide the following form to your HCP.
  1. [Health Care Provider Statement for Reasonable Accommodation Requests](#)
    - Alternate documentation may be provided as long as it contains all functional work limitations and duration of limitations/need. See linked form for reference. Suggested documentation features:
      - Typed on letterhead, dated, and signed by a qualified health care provider who is part of your treatment.
      - Identify that a disability or an impairment exists and that it has a substantially limiting effect on your ability to: perform your job, be considered for a job, or access to equal benefits, privileges, or terms and conditions of employment.
      - Describe all workplace limitation(s)
      - Describe the impact or symptoms of the disability or impairment.
      - If appropriate, list medication side effects.
      - Recommended accommodations are also encouraged.
- Document Submission: Please return forms or information to HRS via fax to 509-241-9090 or if desired via email to [hres.disabilityservices@wsu.edu](mailto:hres.disabilityservices@wsu.edu). HRS recommends fax

for secure transmission of medical documentation. Please do not send medical documentation to your department.

- The information provided by you and your HCP will be used by HRS Disability Services to review your request. HRS Disability Services will not communicate confidential medical information to your department. HRS Disability Services will only communicate information such as limitations, requested accommodations, and duration.

### Step Three

- Upon receipt of the Employee forms and medical documentation, HRS Disability Services will notify your department of the following:  
*HCP identified limitations*
  - *HCP recommended job modification(s) if any*
  - *HCP identified duration*
  - *Employee indicated function(s) of the job unable to perform due to limitations*
  - *Employee RA Request*
- The department along with your [Appointing Authority](#) will:
  - Review the Reasonable Accommodation information
  - Review your job duties and position expectations as they relate to department operations
  - Determine what, if any, accommodations may be reasonable

This stage may include additional interaction between HRS Disability Services, you and your department.

### Step Four

- Once a determination is made on the accommodation request, HRS Disability Services will formalize and distribute the accommodation decision to you and your department.

### Step Five

- If an approved RA is temporary, it will end on the Review End Date noted in the RA agreement communication.
- If an approved RA is long term due to a permanent condition or limitation(s), HRS Disability Services will perform a standard status and update review. This review occurs at least once a year. The RA Review Date will be noted in the Reasonable Accommodation communication.

### Resources

- [BPPM 60.21 Reasonable Accommodation](#)
- HRS Disability Services [Reasonable Accommodation](#) webpage
- [JAN Workplace Accommodation Network](#). Curious about the ways employers accommodate workers with disabilities? This site provides resources for employers and employees alike
- [Reasonable Accommodations Dos and Don'ts](#)
- [Supervisors and Title I of the ADA](#) webinar developed by Opportunities for Ohioans with Disabilities
- Student, visitor or looking for other WSU Resources? See Resources on the WSU [Campus Accommodations webpage](#)

Additional questions about workplace accommodations? Contact HRS Disability Services at [hds.disabilityservices@wsu.edu](mailto:hds.disabilityservices@wsu.edu).