

## MEMORANDUM

TO: The University of Findlay Community  
FROM: Office of Disability Services  
Office of Human Resources  
RE: Request for Accommodations  
DATE: June 21, 2010

In an effort to better serve the needs of an employee with a disability e.g. permanent or temporary, the following steps have been put in place to request accommodations. Please follow these steps so that we can ensure proper accommodation has been made in a timely manner.

1. Contact the Office of Human Resources to complete the appropriate paperwork through an appointment with the director of human resources. In addition, under the Americans with Disabilities Act (ADA), any information given to a supervisor regarding an accommodation an employee might need is considered a request and should be forwarded to the Office of Human Resources.
2. Provide the necessary medical documentation to support your request for accommodations.
3. After reviewing, the Director of Human Resources will forward your paperwork along with your documentation to the Director of Disabilities for evaluation. The Director of Disabilities will make a determination regarding the accommodation and will collaborate with the appropriate personnel to arrange for further accommodations.
4. The Director of Human Resources and the Director of Disabilities will meet with the employee to discuss the accommodation and present a time line for putting it in place, if necessary.
5. Details of the conditions and accommodations will be reevaluated at appropriate intervals to be sure the condition still exists and the accommodation is appropriate.

For more information on The University of Findlay's Americans with Disabilities Act Policy Statement, review page 5 of the Handbook for Staff and Administrative Employees, found at the following link: <http://www.findlay.edu/offices/adminoffices/humanresources/Resources.htm>.

Thank you.

# FINDLAY

THE UNIVERSITY OF FINDLAY

## EMPLOYEE DISABILITY INTAKE FORM

### INSTRUCTIONS:

- Please print or type
- Complete the Request for Accommodation Procedures
- Deliver completed form to the Office of Human Resources

### EMPLOYEE SECTION:

Name	Telephone Number
ID Number	Occupation
Department	Campus Address
E-mail Address	Date of Report

Description of Disability
Documentation (must be within the last 3-5 years)
Accommodation Requested
Equipment Requested
Additional Information/Notes

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### TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES OR DISABILITY SERVICES:

Accommodation Approved	
Equipment Provided	
Medical documentation received? Yes or No	
Notes	
Date Accommodation Completed	Date Equipment Ordered
Equipment Cost	Date Equipment Completed

Revised June 21, 2010

cc: Office of Human Resources  
\_\_\_\_ Director of Facilities  
\_\_\_\_ Security  
\_\_\_\_ Other

## **FACULTY AND STAFF ADA GRIEVANCE PROCEDURE**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by The University of Findlay.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

The Office of Human Resources, Personnel Officer  
The University of Findlay  
Croy, Room 215  
1000 North Main Street  
Findlay, Ohio 45840  
(419) 434-4871 (voice)  
spurgeon@findlay.edu

Within 15 calendar days after receipt of the complaint, the Director of Disability Services, Director of Human Resources and ADA/504 Compliance Officer will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director of Human Resources will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of The University of Findlay and offer options for substantive resolution of the complaint.

If the response by the Personnel Officer does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the Director of Disability Services and ADA/504 Compliance Officer within 15 days of receipt of the response to the Vice President of Academic Affairs or his or her designee.

Within 15 calendar days after receipt of the appeal, the Vice President of Academic Affairs or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vice President of Academic Affairs or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Personnel Officer, appeals to the Vice President of Academic Affairs or his or her designee, and responses from the Director of Disability Services and ADA/504 Compliance Officer and Vice President of Academic Affairs or his or her designee will be kept by The University of Findlay for three (3) years.