

Employee's Guide to Reasonable Accommodation and the Interactive Process

STATEMENT OF POLICY: ADA and Reasonable Accommodation

California State University Northridge (CSUN) is committed to maintaining an inclusive learning and working environment where all individuals are treated with dignity and respect. To that end, CSUN strives to make its programs, services, and activities accessible to students, faculty, staff, and the general public who visit or attend a campus-sponsored event, with disabilities. This policy is in accordance with applicable state and federal laws including, but not limited to the Americans with Disabilities Act (ADA), Sections 504 and 508 of the Rehabilitation Act of 1973, the California Fair Employment and Housing Act (FEHA), Government Code § 12940 et seq., and Education Code §§ 67302 and 67310-13.

Under the ADA and FEHA, qualified individuals with disabilities must have equal access to all aspects of employment that are available to employees without disabilities. Those Acts also require employers to afford such individuals reasonable accommodations that will allow them to perform the essential functions of their jobs. CSUN is fully committed to ensuring equal employment opportunity for qualified applicants and/or employees with disabilities and engages in a timely, good faith, interactive process to determine effective reasonable accommodations.

CSUN's Director of the Office of Equity and Diversity serves as the University's ADA Coordinator and is responsible for the initial review and processing of requests for disability-related accommodations. The Office of Equity and Diversity also handles complaints of discrimination and harassment on the basis of disability.

Office of Equity & Diversity

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Equity & Diversity Website: <http://www.csun.edu/eqd>

Requesting Reasonable Accommodation

The University has established procedures for both applicants for employment and current employees to request disability-related accommodations.

Applicants for Employment

Applicants who require an accommodation during the application process should contact the Office of Equity & Diversity (E&D) at (818) 677-2077. E&D will work with the Office of Human Resources for requests relative to non-faculty positions and the Office of Faculty Affairs for faculty positions.

Current Employees

To request a disability-related accommodation, the employee should:

1. Communicate her/his need for an accommodation to her/his supervisor.
2. Submit the following **two forms** to the Office of Equity & Diversity:
 - a. "[Request for Disability Related Accommodations](#)" form to ensure that all necessary information is included, such as:

- Type of accommodation requested;
 - An explanation of the limitation for which the accommodation is needed;
 - A description of how the accommodation will allow the individual to perform the essential functions of her/his job.
 - ***Note:** The employee is not required to disclose what your disability is (diagnosis), only what your limitations/restrictions are.
 - The form is to be signed by the employee's supervisor only as acknowledgement of receipt of the employee's request for an accommodation.
- b. "[Medical Provider Inquiry Form](#)" (MPIF) form which must be completed by the employee's physician/medical provider and provides information regarding, at a minimum:
- A description of the functional limitation as it relates to the employee's job duties, including the anticipated duration (e.g., temporary or permanent impairment). If temporary, specify the date it is anticipated the functional limitation will end.
 - A description of the functional limitation caused by the disability in work-related terms.
 - For example, if "no prolonged walking" is requested, the medical statement should specify how long or how far the employee is able to walk; if rest periods are required, the medical statement should specify how often and how long the rest periods should be.
 - The permanent or long-term impact, or the expected impact, resulting from the impairment.
- *Note:** An employee must submit medical documentation to provide evidence of her/his functional limitation in support of the request for a disability-related accommodation. The MPIF and any other medical documentation should be provided **directly to the Office of Equity & Diversity**, where it will be kept in a confidential file.
- If alternative or additional medical documentation is provided, the documentation must be dated and written on official letterhead. The treating health care
 - professional must be identified (e.g., M.D., D.O., D.C.) and the documentation signed by the treating health care professional.
3. Actively engage in a good faith, ongoing **Interactive Process**¹ with the employee's supervisor and/or manager and the Human Resources Associate Director of Benefits Administration and Workers' Compensation to discuss and determine the essential functions of the position, the precise job-related limitations, the potential reasonable accommodations that may enable the employee to perform the essential duties of the job, and assessing the effectiveness of the accommodations.

***Note:** The University will consider any requests or preferences stated by the employee, but the University has the ultimate discretion to select the appropriate accommodation based on legitimate business justification, including but not limited to cost and campus/workplace impact.

¹ More details on the Interactive Process are available at the Job Accommodation Network website at: <http://askjan.org/topics/interactive.htm>

4. Notify the Office of Equity & Diversity in the event the employee requests a different or additional accommodation.

*Note: The University will consider any requests or preferences stated by the employee, but the University has the ultimate discretion to select the appropriate accommodation based on legitimate business justification, including but not limited to cost and campus/workplace impact.

Role of E&D in the Ongoing Process of Reasonable Accommodation

In assisting employees with the process of requesting a disability-related accommodation, the Office of Equity & Diversity:

1. Receives the employee's Request for Disability Related Accommodation Form and Medical Provider Inquiry Form (and/or other accompanying medical documentation from the employee's physician);
2. Reviews both forms to determine if the employee has a qualifying medical condition as defined by the ADA which the University is obligated to attempt to accommodate;
3. If it is determined that the employee has a qualifying condition, E&D sends a memorandum to the employee's supervisor instructing her/him to contact the Human Resources Associate Director for Benefits Administration and Workers' Compensation and to begin the Interactive Process with the employee, if it has not already been initiated;
4. Along with the Human Resources Associate Director for Benefits Administration and Workers' Compensation, provides, upon request, guidance to managers, supervisors, and persons requesting reasonable accommodations on engaging in the Interactive Process.
5. Maintains records related to an employee's disability accommodation in a confidential file to be kept separately from the employee's personnel file.
6. Reviews complaints of discrimination, harassment, and retaliation on the basis of disability pursuant to California State University (CSU) [Executive Order 1096](#) (Systemwide Policy Prohibiting Discrimination, Harassment, and Retaliation Against Employees and Third Parties).