Employee Accommodations Process

Summary of Steps in the Process

1. Employee initiates request for accommodation process by completing and returning the Accommodation Request Form to OHR/Employee Relations Services (ERS).
2. OHR/Employee Relations Services contacts employee's supervisor and:
   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.
3. Supervisor provides OHR/Employee Relations Services with all requested documentation within 5 business days.
4. OHR/Employee Relations Services provides employee with an ADA Medical Certification Form, together with an attached Job Description and Job Analysis.
5. Employee submits an ADA Medical Certification Form to HR that is completed and signed by a health care provider.
6. OHR/Employee Relations Services reviews all documents and makes a determination on employee eligibility for ADA accommodations and, where applicable, determine reasonable accommodations. OHR/Employee Relations Services consults with Georgia Tech Legal Affairs as necessary. Employees found eligible for accommodation will be notified and a meeting will be scheduled with OHR/ERS and the employee's department supervisor to discuss possible accommodations. Employees determined to be ineligible for accommodation will receive written notice of this determination from the Office of Human Resources together with information on how to appeal the determination from Human Resources.
7. Employee signs Notification of Accommodation Status form. OHR/ERS 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 OHR/ERS.
8. All documents relating to the employee's disability and accommodations shall be maintained by OHR/ERS in a separate file compliant with ADA confidentiality requirements.