**To University Staff Employees:**

Eastern Washington University provides reasonable accommodation for staff employees with a disability or serious medical condition. Reasonable accommodation may include a leave of absence or modification to a job, work environment, policy or procedure to enable a qualified individual with a disability to enjoy equal employment opportunity and/or to perform the essential functions of the position.

Please complete this form and return it to your ADA representative listed below. **You are not required to disclose to your immediate supervisor the medical basis for a requested accommodation**; **however written documentation from a professional service provider is necessary when requesting disability accommodations. It is your responsibility to see that your health care provider returns the required information to as listed below.** A medical examination may be required.

If more specific information is needed to respond to your request, a Job Analysis for your position may be prepared. A completed copy of the Job Analysis will be shared with you and your health care provider.

Medical records are treated confidentially and are maintained separately from personnel/academic files.

If you have questions regarding accommodation, please contact the ADA Compliance Officer. Also see EWU Policy 402-03 – Accommodating Persons with Disabilities.

**CONTACTS**

|  |  |
| --- | --- |
| Classified, Exempt, Faculty, and Temporary Employees | Caren Lincoln, Human Resources Manager Human Resource Services314 Showalter HallOffice: (509) 359-2384Fax: (509) 359-3874Email: clincoln@ewu.edu |
| Student Employment | Student Employment303 Sutton HallOffice: (509) 359-2525 |
| Disability Support Services (Students) | Disability Support Services124 Tawanka HallOffice: (509) 359-6871 |

**To request these materials in an alternate format, or to request an interpreter or other accommodation during the disability accommodation process, please contact the Human Resources Office, 359-2381, Washington State Relay Service: Voice callers: 1-800-833-6384, TDD callers: 1-800-833-6388, or hr@mail.ewu.edu.**

10/18/16