

**To University Staff Employees:**

Eastern Washington University provides reasonable accommodation for employees who have a qualifying disability. Reasonable accommodations 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 the appropriate 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 qualified health care provider is necessary when requesting disability accommodations, unless the disability is obvious. It is the employee’s responsibility to see that his/her health care provider returns the required information to the individual/office listed below.** A medical examination may be required.

If more specific information is needed to respond to a request for accommodation, 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 appropriate ADA Officer designated below. Also see EWU Policy 402-03 – Accommodating Persons with Disabilities.

**CONTACTS**

Employees	<p>Caren Lincoln, Human Resources Manager</p> <p>Human Resource Services 314 Showalter Hall</p> <p>Office: (509) 359-2384 Fax: (509) 359-3874 Email: <a href="mailto:clincoln@ewu.edu">clincoln@ewu.edu</a></p>

**If students need academic accommodations, they should contact Disability Support Services 124 Tawanka or call (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, or [hr@mail.ewu.edu](mailto:hr@mail.ewu.edu).**

8/3/18