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## **DISABILITY SERVICES REQUEST FORM FOR EMPLOYEE DISABILITY-RELATED ACCOMMODATION**

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### **RIT DISABILITY SERVICES MISSION**

To provide students and faculty/staff with disabilities equal access to programs, services and physical facilities, and to foster an environment where students and faculty/staff with disabilities are welcomed, valued and respected.

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For more information, contact:

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**ROCHESTER INSTITUTE OF TECHNOLOGY**  
**REQUEST FORM FOR**  
**EMPLOYEE DISABILITY-RELATED ACCOMMODATION**

***INFORMATION***

Human Resources (HR), the Disability Services Office (DSO) and department supervisors work together with qualified individuals with disabilities who are employees or applicants for employment to arrange changes in the work environment or procedures which enable an individual with disabilities to experience equal employment opportunities.

RIT does not provide the following services, thus individuals need to make separate arrangements for:

- Mobility assistance or training
  - Personal care services
  - Personal adaptive equipment such as hearing aids, eye glasses and wheelchairs
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***PROCESS FOR REQUESTING DISABILITY-RELATED ACCOMMODATION***

1. Employee notifies his/her supervisor and HR representative that he/she:
    - Has a documented disability
    - Is having difficulty performing the essential functions of his/her position
    - Would like to request an accommodation
  2. HR representative:
    - Directs employee to complete a Request Form for Employee Disability-Related Accommodation, obtain documentation of the disability and submit these items to their HR representative
    - Submits Request Form for Employee Disability-Related Accommodation and documentation of disability to Coordinator of Disability Services
  3. Coordinator of Disability Services:
    - Reviews Request Form for Employee Disability-Related Accommodation, documentation and job description, contacts employee, supervisor and/or HR as needed to clarify and/or gather additional information
    - Determines if a disability exists and if so, recommends reasonable accommodation in writing to HR representative
  4. Human Resources representative:
    - Meets with employee to discuss determination regarding existence of disability and the reasonable accommodation if applicable
  5. Supervisor
    - Meets with employee to implement reasonable accommodation if applicable.
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***INSTRUCTIONS***

To request accommodation in the workplace due to a disability, please submit this completed Request Form for Employee Disability-Related Accommodation and documentation of your disability to your HR representative. The documentation should be a recent letter on letterhead stationery from a qualified medical professional such as a physician, psychiatrist, neurologist, or psychologist who has made the diagnosis of your disability and/or is currently providing treatment of said disability. The documentation should include the following information in detail:

- Diagnosis of disability
- Description of how the disability affects your ability to perform the essential functions of your job
- Suggestions for accommodation and description of how the accommodation will enable you to perform your work duties here at RIT

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{Please complete all items in legible print or type. Use additional paper as needed. Attach a copy of your job description. Once completed, return this form to your Human Resources representative.}

Employee Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

E-mail \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Home address \_\_\_\_\_

I give permission to my RIT Human Resources representative, my supervisor and the Coordinator of Disability Services to discuss my request for an accommodation.

Employee Signature: \_\_\_\_\_

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**ACCOMMODATION REQUEST**

Identify and/or describe your disability: \_\_\_\_\_

\_\_\_\_\_

Describe in detail how your disability affects your ability to perform your work duties here at RIT: (Please use additional paper as needed)

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Please provide any specific suggestions for accommodation and how they will enable you to perform your work duties here at RIT: \_\_\_\_\_

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