

SECTION 168

REASONABLE ACCOMMODATION ON THE BASIS OF DISABILITY - GUIDELINES FOR EMPLOYEE REQUESTS

SOURCE: NDSU President

1. NDSU is committed to providing equal opportunity to both applicants for employment and employees (including student employees and graduate students) with disabilities providing reasonable accommodations when needed in order to complete the essential functions of their position.

NDSU's ADA Coordinator is responsible for coordinating with Human Resources and University programs to assure compliance with the Americans with Disabilities (ADA) Act, Sections 503 and 504 of the Rehabilitation Act of 1973, and other federal and state laws and regulations pertaining to persons with disabilities.

2. APPLICANTS for employment:

- 2.1 Applicants for employment who have a disability may request reasonable accommodation at any time during the application process. Requests for accommodation shall be made to the Office of Human Resources and arrangements for accommodation will be assessed as immediately as possible. If the request is made verbally, applicants will be asked to confirm the request in writing, however, the arrangements for accommodation may be initiated prior to receipt of the written request.

3. EMPLOYEES: (inclusive of student employees and graduate students on paid assistantships):

- 3.1 Request for reasonable accommodation.
An employee whose disability requires a formal accommodation in order to perform the essential functions of their job may request reasonable accommodations through the Human Resources Department at any time during their employment. If the request is made verbally to the Human Resources Department, employees will be asked to confirm the request in writing, however, the arrangements for accommodation may be initiated prior to the receipt of the written request.

The Human Resources Department's assessment of the request for accommodation response will be in writing. Supervisors receiving requests for accommodation from employees shall direct the employee to contact Human Resources in order to address their need for a reasonable accommodation.

- 3.2 Process for addressing requests for accommodation.

Formal accommodation requests shall be made in writing by the employee using the Employee Request for ADA [form](#) found on the Human Resources Website. The completed form shall be submitted to the Office of Human Resources. When the office of Human Resources receives an employee request for Accommodations(s), HR will begin the

interactive process described below, which will include the employee, their supervisor, HR, and/or relevant unit or department personnel.

Where appropriate and allowed by the ADA, the Office of Human Resources may request additional medical documentation. Where permitted, the request will be limited to verifying that the employee has an ADA disability and to request information about the functional limitations that create the need for accommodation, assuming this information is not obvious.

NDSU will engage in an interactive process to determine reasonable accommodations. The employee with a disability, the Office of Human Resources, and relevant unit or program personnel will collaborate in an informal problem-solving process to identify the specific work-related limitations resulting from the disability, the nature of the barrier that is generating the request, and the potential reasonable accommodations(s) that may be effective in removing barriers to the employee's performance of essential functions of their positions.

The interactive process involves:

- i. Analysis of the particular job involved to determine its purpose and essential functions.
- ii. Consultation with the employee with a disability to ascertain the specific job-related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation.
- iii. In consultation with the employee to be accommodated, identify potential accommodations and assess the effectiveness of each in enabling the employee to perform the essential functions of the position.
- iv. Accommodations should be assessed at regular intervals as requested by the employee, supervisor or the Office of Human Resources and adjustments made as necessary. Documentation for any adjustments will be documented by the Office of Human Resources.

3.3 Documentation of disability and need for accommodation.

Documentation provided by an employee should include all information requested in the Employee Request for Reasonable Accommodation [form](#). In certain cases, alternative documentation (for example, previous accommodations) may be submitted.

While documentation from a medical professional is important, it is not the sole determiner of appropriate accommodations. The documentation is used to support the accommodations determined through the interactive process. NDSU will only ask for documentation that is necessary to determine appropriate accommodations. NDSU may ask the employee to work with their health care provider to generate ideas – in some cases health care professionals are able to suggest effective accommodations. In other cases, they may not be able to suggest ideas, but may be able to say whether ideas under consideration will help remove barriers to the employee's work-related performance. Any medical examination required under these circumstances will be limited to determining the existence of a disability and the functional limitations that require reasonable accommodation.

All written documentation provided by an employee requesting accommodation will be maintained in a confidential file separate from the employee's official personnel file in the Office of Human Resources.

3.4 Student Employees

Occasionally, an employee may also be a student at the University, and accommodations may be requested to accommodate both their employment, as well as for their education. In such cases, the Center for Accessibility and Disability Services will serve as the initial point of contact, and may share relevant information with the Office of Human Resources to streamline both accommodation request processes, and to ensure that the employee/student does not need to submit the same documentation twice.

4. REQUEST FOR RECONSIDERATION:

- 4.1 Once a determination of a reasonable accommodation has been made, an employee may request a review of the accommodation by the ADA Coordinator/designee who will consult with qualified personnel.
- 4.2 In instances where new information becomes available that would constitute the need for a change in accommodation, the ADA Coordinator/designee will refer the request back to Human Resources to engage in the interactive process.

5. EMPLOYEE NOTIFICATION:

- 5.1 The Office of Human Resources will regularly inform supervisors and employees on the process for requesting formal accommodations.

HISTORY:

New	October 13, 1999
Amended	May 6, 2014
Housekeeping	June 29, 2015
Housekeeping	September 17, 2015
Housekeeping	January 10, 2020
Housekeeping	October 25, 2021
Housekeeping	August 3, 2023
Amended	December 19, 2024
Housekeeping	October 16, 2025