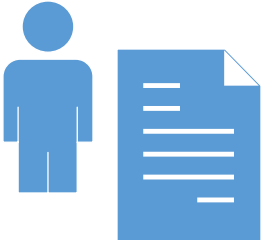


# CCSU Human Resources: Reasonable Employment Accommodation Request and Review Process: What to Expect

Note: The interactive reasonable employment accommodation request process requires an individualized assessment of each request. This chart provides a framework of the steps taken in most cases, but individual cases may vary. When a reasonable employment accommodation is made to meet the needs of an employee, CCSU Human Resources does not make any commitment that the accommodation is permanent, or that a similar accommodation will automatically be granted to any other employee.



### Step 1 – Employee Request

When an employee communicates his or her need for assistance at work because of a disability, supervisory staff should refer the employee immediately to Human Resources. CCSU Human Resources will ask the employee to complete and to submit all necessary forms to request a reasonable employment accommodation.



### Step 2 – Interactive Process

Upon receipt of a request for a reasonable employment accommodation, CCSU Human Resources will set up a meeting with the requesting employee to begin the Accommodation Interactive Process. The interactive process is designed to facilitate an open dialogue so that CCSU Human Resources can fully understand the request and to seek additional medical information, if necessary. The interactive process is individualized on a case-by-case basis and is ongoing until a determination has been made.



### Step 3 – Medical Information

When necessary, CCSU Human Resources may need to directly communicate with the employee’s medical providers to obtain important medical information regarding the employee’s medical condition(s) to determine if the employee is a qualified person with a disability under Federal and State law as well as to determine appropriate accommodations, if any.



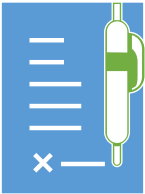
### Step 4 – Essential Duties Review – Medically Supported Requests

CCSU Human Resources will conduct a thorough review of the employee’s essential duties and other conditions of employment. This review may require discussions with the employee’s Supervisor and or Manager. CCSU Human Resources will not disclose any confidential medical information to the employee’s Supervisor and or Manager. Rather, CCSU HR will discuss the requested accommodation, essential duties of the employee’s position, operational needs and hardship, if any, entailed by granting the request.



### Step 5 – Continuation of Interactive Process – Interim Accommodations

CCSU Human Resources will continue to meet with the employee to explore both the requested accommodation and any alternative reasonable employment accommodations, if available. In some cases, interim accommodations may be granted until a determination can be made. During this interactive dialogue, it may be necessary for Human Resources, the employee and his or her Manager to meet to facilitate further discussions.



### Step 6 – Employee Request Granted

After a thorough review including the interactive process and in consultation with CCSU Management, CCSU Human Resources will issue a determination and grant to the employee an appropriate and reasonable accommodation. The reasonable accommodation granted may not be the specific accommodation requested. The reasonable accommodation may be granted only for a limited time. Employees should not expect any accommodations requests to be granted in perpetuity.



Request is Not Medically Supported or it is determined Employee cannot perform essential duties with or without a reasonable accommodation

If the employee does not have a disability as defined under Federal and State law, the request is not medically supported or a determination is made that the employee cannot perform the essential duties with or without a reasonable accommodation then there is no obligation to continue with the process. CCSU Human Resources will provide a written determination and may consider whether additional steps are necessary.



### Employee Right to File Discrimination Complaint

Any employee who believes that CCSU has discriminated against them because of their disability, or their perceived disability, with regard to employment or to any program, service or activity, may choose to file a complaint in accordance with CCSU Office of Equity and Inclusion Discrimination Complaint Procedures. Alternatively, any employee may choose to seek redress in any other forum.