

BALTIMORE COUNTY PUBLIC SCHOOLS ADA ACCOMMODATION REQUEST PROCEDURE

- I. Employee requests a “reasonable accommodation.” Requests for reasonable accommodations may occur in the following ways:
 - A. In writing
 - B. Verbally
 - C. By a family member, friend, or health professional (e.g. doctor’s note)

- II. Administrator/supervisor or employee obtains the *ADA Accommodation Request Form for Employees* and the *Medical Inquiry* form from the Equal Employment Opportunity (EEO) Web page: www.bcps.org/offices/eoo/forms_procedures or by contacting the EEO office at 410-887-8937 for information.

- III. Employee completes *Accommodation Request Form for Employees*, and the employee’s healthcare provider must complete the *Medical Inquiry* form. Completed forms are submitted to the BCPS EEO office. If an accommodation is urgent, contact the EEO office immediately.

- IV. The completed forms are reviewed by the EEO Officer and the “interactive process” is immediately initiated. This process may include any or all of the following:
 - A. Discussing request with employee;
 - B. Reviewing of job specification/description/essential functions*;
 - C. Obtaining additional medical information ;
 - D. Consulting with the employee/supervisor/human resources personnel and/or appropriate others; and
 - E. Visiting worksite.

- V. An accommodation plan is created if the request is granted. Employee and administrator/supervisor receive written documentation of accommodations. If the request is denied, documentation is also sent to the employee and to the supervisor.

- VI. Employee notifies EEO Officer if there is any change in accommodations needed. Records are maintained in the EEO office for all employees.

*Essential functions are determined by the EEO Office – 410-887-8937.