



## Process Guide for Employees Americans with Disability Act (ADA)

### Process

- 1. Employee Requests Accommodation**
  - Employee identifies a need for accommodation.
  - Employee informs the employer by completing request form and submitting it to [ADAaccommodations@montgomerycollege.edu](mailto:ADAaccommodations@montgomerycollege.edu).
- 2. Interactive Dialogue**
  - After receiving request form, the interactive dialogue will begin, first with the employee, and then with the department.
- 3. Documentation and Information Gathering**
  - HRSTM may request additional information to understand the employee's needs better.
- 4. Assessment of Request**
  - HRSTM evaluates the accommodation request considering its feasibility, cost, and impact on the business operations.
- 5. Decision Making**
  - HRSTM decides whether the accommodation request is reasonable and can be provided.
  - Possible outcomes:
    - i. Approved: Accommodation is provided.
    - ii. Modified: An alternative accommodation is proposed.
    - iii. Denied: Request is denied, and reasons are communicated to the employee.
- 6. Implementation**
  - Accommodations are implemented.
- 7. Monitoring and Follow-Up**
  - The employee and/or the supervisor must notify HRSTM if the accommodation is not effective.
  - Adjustments are made if necessary.
- 8. Appeal Process (if applicable)**
  - If the request is denied, the employee may appeal the decision by filing a complaint in accordance with the College policy and procedures regarding "Equal Employment Opportunity and Non-Discrimination" Policy 31006.