Faculty and Staff
ADA Procedures

Employees who believe they need an accommodation in the workplace should communicate that information in writing to the Human Resources Office. The College will work with employees to attempt to accommodate their needs, if possible. This may include a request for information from the employee's healthcare provider to assist in the process of determining if Allegany College of Maryland can accommodate an employee. Employees with questions regarding the application of this policy to their situation may discuss them confidentially with the Human Resources Office. All medical records related to requests for accommodation will be maintained confidentially in accordance with law.

If you believe you are a qualified individual with a disability and wish to request an accommodation in the workplace, please communicate that information to the Human Resources Office. We will attempt to work with you to accommodate your needs, as well as our work requirements.

I. Procedure

A. It is the responsibility of the employee to submit a request for a reasonable accommodation to the Human Resources Office. Forms are available in the Human Resources Office or found in the HR/Payroll SharePoint site. Supervisors should refer employees who indicate a need for accommodation to the Human Resources Office for assistance and should contact the Human Resources Office for guidance.

B. The Human Resources Office will meet with the employee and will then facilitate an interactive process between the employee and the supervisor to determine if an accommodation can be provided to the employee.

C. During the interactive process, the parties will, among other things, review the job description and identify the essential functions of the job.

D. The Human Resources Office may request medical documentation of the individual's functional limitations to support the request. Any medical documentation will be collected and maintained in accordance with appropriate confidentiality procedures.

E. The employee's supervisor will provide information on the essential functions of the position and the impact the requested accommodation will have on the operations of the department. The supervisor will also provide input to the Human Resources Office on the effectiveness each potential accommodation would have in allowing the employee to perform the essential functions of the position.

F. Upon completion of the interactive process, the Human Resources Office will determine if the requested workplace accommodation is reasonable and what, if any, accommodation is most appropriate for both the employee and the College.

II. Responsibilities

A. Human Resources Office

- Receive requests for accommodation; act as a liaison with the employee
- Engage in an interactive dialogue with the employee in good faith
- Inform managers of accommodation to be implemented and answer questions about implementation
- Maintain the confidentiality of information received during the interactive process

B. Supervisor

- Refer any requests for accommodation to the Human Resources Office
- Work with the Human Resources Office, as necessary, to design and implement a reasonable accommodation for employees under their supervision
- Maintain the confidentiality of information received during the interactive process

C. Employees

- Employees who need an accommodation for a disability should contact the Human Resources Office
- Provide the College and any agent working on its behalf with the information necessary to respond to the request and/or to provide the accommodation
- Engage in an interactive dialogue with the College in good faith
- Maintain the confidentiality of information provided during the interactive process