The Employee Disability Accommodation Process is a collaborative and interactive process between the staff member, the supervisor (if necessary), Human Resources and the Office of Institutional Diversity and Equity (if necessary.) An Employee Disability Accommodation Request Form is available for your convenience. Human Resources (HR) is responsible for coordinating and overseeing this process for all employees. Please feel free to contact your appropriate HR office with any questions or concerns.

**DISCUSS WITH SUPERVISOR? (OPTIONAL) or**

1. Simple accommodation requests – such as request for an inexpensive item or device – may be able to be handled with by completing the Employee Disability Accommodation Request Form and having a private conversation directly with your supervisor.
2. You are **NOT REQUIRED** to discuss the details of your impairment with your supervisor.
3. If the employee and supervisor agree on an accommodation documentation will be forwarded to HR.
4. Accommodations that cannot readily be handled by your supervisor will be referred to HR.
5. Do **NOT** provide medical information or documentation to your supervisor.

**SUBMIT ACCOMMODATION REQUEST TO HR**

1A. Complete the Employee Disability Accommodation Request Form.
2. Provide all necessary information and documentation to establish a medical, physical or mental impairment(s).
3. Indicate which job function or benefits you are having trouble performing or accessing due your limitation.
4. Identify suggested or preferred accommodation(s).

**PROVIDE MEDICAL DOCUMENTATION (IF NECESSARY)**

2. It may be necessary for Stony Brook to obtain information from your medical provider(s) in order to document your impairment and/or get suggestions for safe and effective accommodation.
3. It is the responsibility of the employee to obtain and submit to the appropriate HR office any necessary information to establish your impairment.
4. The Employee Disability Accommodation Medical Inquiry Form is available for your convenience.
5. Please contact the appropriate HR office to obtain a copy of job description and/or performance program to provide to your medical provider for reference.
6. The form should not be returned to your supervisor – it should be returned to the appropriate HR office.

**DETERMINATION IS MADE**

3. Stony Brook may request clarification from your medical provider(s) to determine accommodation.
4. You will be sent written notification of the accommodation determination by HR.
5. If have questions or concerns, you may contact the ADA Coordinator, Marjolie Leonard. Please contact (631) 632-6280 or oide@stonybrook.edu.

**EMPLOYEE ACCOMMODATION REQUESTS ARE HANDLED BY THE APPLICABLE HR OFFICE:**

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<thead>
<tr>
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Marjolie Leonard, ADA Coordinator
Office of Institutional Diversity and Equity • (631) 632-6280 Phone • (621) 632-9428 Fax • oide@stonybrook.edu
DISABILITY ACCOMMODATION DEFINITIONS & FAQs

1. DISABILITY
Under the Americans with Disabilities Act (ADA), a person is considered to have a disability if (1) they have a medical, physical or mental impairment that substantially limits one or more major life activities, such as, but not limited to, hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, major bodily function; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

2. REASONABLE ACCOMMODATION
A reasonable accommodation is any change or adjustment to a job or work environment that permits an otherwise qualified person with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by staff without disabilities and does not create an undue hardship for the employer.

3. WHAT TYPES OF ACCOMMODATION(S) ARE USUALLY CONSIDERED REASONABLE UNDER THE ADA?
Making facilities used by employees accessible to the disabled, acquisition or modification of equipment or devices, provision of readers or interpreters; or similar accommodations are generally considered reasonable. Each situation will be individually evaluated.

4. WHAT TYPES OF ACCOMMODATION DOES AN EMPLOYER NOT HAVE TO PROVIDE?
Personal use items needed in accomplishing daily activities on and off the job such as eyeglasses, hearing aids and wheel chairs need not be furnished by employers as a reasonable accommodation. In addition, an employer need not provide any requested accommodation if it presents an “undue” hardship to the employer.

5. WHAT DOES UNDUE HARDSHIP MEAN?
An undue hardship includes an action or accommodation requiring significant difficulty and expense taking into account the nature and cost of the accommodation, the financial resources of the facility, the number of employees of the facility, the effect the accommodation would have on the facility and the nature of the operations of the employer.

6. WHAT, IF ANY, ACCOMMODATION WILL I RECEIVE?
Once Stony Brook determines that you would require accommodation we will engage in an interactive process with you to determine if any reasonable accommodation might be provided. We will make reasonable efforts to work with you and give consideration to your preference, however we may move forward with an alternative accommodation that is a less burdensome as long as it is appropriate and meets your needs.

7. HOW DO I KNOW WHAT INFORMATION IS NECESSARY TO DOCUMENT MY IMPAIRMENT(S) OR PROVIDE SUGGESTED REASONABLE ACCOMMODATION(S)?
If the impairment and/or safe and effective reasonable accommodation are not obvious, Stony Brook may require supporting documentation from a medical provider. We will only require documentation necessary to establish the impairment and determine the appropriate safe and effective reasonable accommodation.

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