



## EMPLOYEE'S GUIDE TO ADA ACCOMMODATION PROCESS

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### **STEP 1 REQUEST A WORKPLACE ACCOMMODATION**

To request a workplace accommodation, please contact the EEO/ADA Coordinator in Human Resources by emailing [hrcompliance@louisiana.edu](mailto:hrcompliance@louisiana.edu).

Please provide your name, ULID, and preferred contact information.

### **STEP 2 PROVIDE REQUESTED DOCUMENTATION**

You will be asked to complete the ADA Reasonable Accommodation Request form, to provide details regarding your impairment and the specific accommodation(s) you are requesting, along with the Voluntary Self-Identification of Disability form.

If additional verification is needed, you may be asked to provide a Medical Certification from your qualified health care professional.

Your supervisor may be contacted to provide a current job description, including the essential functions of the position, to assist in identifying appropriate accommodations.

### **STEP 3 ENGAGE IN THE "INTERACTIVE PROCESS"**

The EEO/ADA Coordinator will initiate an interactive dialogue to evaluate and facilitate your request for accommodation. This process will include the employee, employee's supervisor, and other necessary personnel working as a team to support your request, or suggest other effective alternatives.

### **STEP 4 OUTCOME/IMPLEMENTATION OF ACCOMMODATION(S)**

The EEO/ADA Coordinator will advise you in writing of the decision regarding your request for accommodation.

If your request has been approved, an implementation plan will be set in place to support your request.

If your request is not approved, an explanation for the basis of the denial and information on the next steps will be offered.

If you have any questions, please contact Mrs. Vanessa Richard, EEO/ADA Coordinator at:

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[hrcompliance@louisiana.edu](mailto:hrcompliance@louisiana.edu)