In compliance with the Americans with Disabilities Act of 1990 (ADA), Section 503 of the Rehabilitation Act of 1973, and the University's Disability Accommodation for Applicants and Employees Policy, the University prohibits employment discrimination based on disability and will provide reasonable accommodation to allow qualified individuals with disabilities an equal opportunity for employment and access to University services, programs, and activities. The University is not required to provide accommodation that would result in undue hardship on the operation of the University's business or change the essential functions of an employee's position.

**STEP 1  REQUEST REASONABLE ACCOMMODATION**

Employees may request an accommodation by contacting the Senior Benefits and ADA Coordinator in Human Resources via email at hrcompliance@louisiana.edu. Please provide your name, ULID, and preferred contact information.

Supervisors who are made aware of a request for accommodation or have knowledge of a medical impairment that is affecting an employee's ability to perform the essential functions of their job must refer the employee to the Senior Benefits and ADA Coordinator. Supervisors must also notify the Senior Benefits and ADA Coordinator of the referral.

**STEP 2 PROVIDE REQUESTED DOCUMENTATION**

Depending on the impairment and requested accommodation, you may be asked to complete the ADA Reasonable Accommodation Request form. Employees may also choose to complete/update the Voluntary Self-Identification of Disability form at this time.

If additional information is needed to verify the presence of a disability or identify reasonable accommodation(s), you may be asked to provide an ADA Medical Certification from your qualified health care provider.

Your supervisor may be contacted to provide a current job description, including the essential functions, physical demands, and work environment of the position, to assist the treating health care provider in identifying appropriate accommodation(s).

**STEP 3 ENGAGE IN THE “INTERACTIVE PROCESS”**

The Senior Benefits and 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 Senior Benefits and 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 questions regarding the ADA Accommodation process, please contact the Senior Benefits and ADA Coordinator at:

hrcompliance@louisiana.edu or (337) 482-1014 | Fax (337) 482-1452