



## College of The Albemarle Procedure

Procedure Number: 3.3.7.4

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**Title: Requesting Accommodations (Employees)**

**Related Policy: Policy: 2.3.7 - Americans with Disabilities Act; Policy 3.3.7 - Discrimination and Harassment**

**Division of Responsibility: Human Resources**

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### **I. Purpose**

College of the Albemarle (COA) shall comply with the Americans with Disabilities Act of 1990, as amended (“ADA”), and Section 504 of the Rehabilitation Act of 1973 (“Section 504”). All requests for reasonable accommodations will be considered in accordance with applicable federal and state laws. Information provided by employees will remain confidential and shared only with those involved in the accommodation process.

### **II. Definition of Disability**

The term “disability” means, with respect to an individual:

- A physical or mental impairment that substantially limits one or more major life activities;
- A record of such an impairment; or
- Being regarded as having such an impairment.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

### **III. Requesting Reasonable Accommodations**

Employees seeking reasonable accommodations must self-identify by contacting the Human Resources Office. An Employee Accommodation Request Form must be completed and accompanied by supporting documentation from a physician or medical provider. Documentation should be current (within five years) and include a diagnosis, the impact on work functions, and professional recommendations for accommodations.

### **IV. Processing Requests for Reasonable Accommodations**

Upon receipt of all required forms and documentation, Human Resources will initiate an interactive process with the employee and, if necessary, the employee’s supervisor to determine reasonable accommodations. The goal of this process is to identify modifications or supports that enable the employee to perform essential job functions without imposing undue hardship on the College.

Human Resources will normally respond within ten (10) College working days of receiving a complete request via the Employee Accommodation Request Approval/Denial Form. Requests are processed promptly, but accommodations are not retroactive.

### **V. Incomplete Requests**



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Incomplete requests for reasonable accommodations will be retained by Human Resources for one year from the date received. Employees reapplying after one year must submit a new request and updated documentation.

### **VI. Employee Accommodation Plan**

Approved accommodations will be documented in an Employee Accommodation Approval/Denial Form. The form outlines the specific accommodations provided and the responsibilities of all parties involved. Human Resources will communicate approved accommodations to the employee's supervisor. Supervisors are expected to maintain confidentiality and implement accommodations as approved.

### **VII. Examples of Reasonable Accommodations**

Reasonable accommodations may include, but are not limited to:

- Modified work schedules or flexible hours
- Ergonomic equipment or assistive technology
- Physical workspace adjustments
- Telework or remote work arrangements
- Job restructuring or reassignment to an equivalent position
- Modified training materials or procedures
- Access to readers, interpreters, or other auxiliary aids

For more information regarding the unlawful discrimination and harassment and employee grievance procedures, see Procedure 3.3.7.2 Unlawful Discrimination or Policy 3.3.8 Grievance.

January 5, 2026

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N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**