

INSTRUCTIONS
PETITION FOR ACCOMMODATION
(For Employees With Disabilities)

New Mexico State University is dedicated to providing reasonable accommodation(s) for qualified NMSU employees in accordance with state and federal laws. Generally, it is the responsibility of an individual with a disability to request a reasonable accommodation(s).

The information contained in the PETITION FOR ACCOMMODATION form (hereafter referred to as "PETITION") will be used to determine employee eligibility to receive accommodation(s). Although efforts will be made to provide an employee with the accommodation(s) requested, there may be occasions when the accommodation(s) may be different (or may be denied). There may also be occasions when modifications (such as flexible work hours, changing lighting, etc.) may be arranged informally between the employee, supervisor, and EEO/ADA Director without formal review by the ADA Review Committee. To ensure that such informal arrangements are consistently administered, the EEO/ADA Director is to be consulted. The following steps outline procedures:

- Step 1 Employee obtains instructions and PETITION from the EEO/ADA Office (or EEO/ADA Website) and completes Section 1. The employee is responsible for sending the PETITION (with a copy of job description) to an appropriate medical provider. [Note: It is important that "essential" functions be differentiated from "marginal" job functions. The Personnel Office may be contacted to assist with the job description.]
- Step 2 The medical provider completes Section 2 of the PETITION and returns the document by mail or facsimile within ten (10) working days directly to the EEO/ADA Office to the address noted on the form. *(Note: The employee may not hand carry the form from the medical provider.)*
- Step 3 The EEO/ADA Director will either facilitate informal arrangements or convene the ADA Review Committee as soon as schedules permit. The ADA Review Committee will forward written recommendation(s) to the Personnel Director within five (5) working days of the formal review meeting. The ADA Review Committee is generally comprised of a Personnel representative, an NMSU psychologist/physician, and a faculty or staff representative.
- Step 4 Within five (5) working days of receiving the ADA Review Committee's recommendation, the Personnel Director (or designee) will issue a determination letter to the employee with copies to the supervisor and the EEO/ADA Director. If the request is denied, the employee may appeal the decision by submitting new/additional documentation to the Provost within five (5) working days of receiving the determination letter.
- Step 5 Discrimination grievances may be filed with the EEO/ADA Office in accordance with the grievance procedures contained in Chapter 4 of the New Mexico State University Policy Manual.

For additional information, contact Elva G. Telles,
EEO/ADA Director at:

Telephone	(505) 646-3333
TTY	(505) 646-7802
FAX	(505) 646-2182

NMSU reserves the right to consult an outside medical provider for a second opinion on a case-by-case basis. Only officials who have a "need to know" will have access to the information.