

Procedures for Implementing 504 Accommodations for Employees

1. To request a 504 accommodation- Submit an "Application to Request for Reasonable Accommodation for Employees" form to the agency's Designee for Reasonable Accommodations(DRA).
2. The employee will receive an acknowledgement within two (2) weeks of the request approving the request or advising that the request is undergoing further review. The DRA will send a completed "Initial Response to Request for an Accommodation" form.
3. Request for additional information must be made within two (2) weeks of providing the "Initial Response to Request for an Accommodation" form. The request must specify the additional information or documentation that is required to continue with the review and assessment process.
4. The employee will receive the "Notification of Agency Determination" form within three (3) weeks of either receipt of the "Application to Request for Reasonable Accommodation for Employees" form, or the receipt from the employee of additional information required to properly review and assess the request.
5. Employee signs the "Notification of Agency Determination" form indicating whether they accept or reject the reasonable accommodation, retains a copy, and returns the original to the agency's DRA for filing.
6. If the employee accepts the accommodation, a letter from the DRA confirming this decision is sent to the employee within the next week.
7. If the employee does not accept the offered accommodation, the "Notification of Agency Determination" form should be returned to the DRA, with the employee's signature, denoting that s/he rejects the accommodation that has been offered.
8. If, based on the information provided, the agency is unable to provide a reasonable accommodation, the DRA will so note on the "Notification of Agency Denial of Reasonable Accommodation" form. A reason for the denial must be given to the employee.
9. The employee may appeal the agency's final determination and must do so within 15 calendar days from the date of the denial or modification of a reasonable accommodation. The employee must complete and submit the "Request to Appeal a Reasonable Accommodation Determination to the Superintendent" form along with all available relevant documentation to the Superintendent.
10. The Superintendent must respond to the appeal within 15 calendar days of receiving the "Request to Appeal a Reasonable Accommodation Determination to the Superintendent" form.
11. If the employee is not satisfied with the Superintendent's determination, the employee can submit a "Request to Appeal a Reasonable Accommodation Determination to the Board of Education" form. along with all available relevant documentation to the Board of Education within 15 calendar days.
12. The Board of Education must respond to the appeal within 15 calendar days of receiving the "Request to Appeal a Reasonable Accommodation Determination to the Board of Education" form.