

Framingham State University

Formal Written Request for Reasonable Accommodation

INSTRUCTIONS: Full assistance shall be provided to any applicant/employee seeking to utilize this formal process of request for reasonable accommodation. The individual requesting shall have the opportunity for a thorough discussion when these forms are provided. This form may be used by any employee seeking accommodation, by any applicant for employment seeking accommodation during the application/selection process, and by any other person seeking, other than students, accommodation in conjunction with his or her participation in any of FSU's programs, services or activities, including employment. Students seeking accommodations should contact the Center for Academic Support and Advising.

The purpose of providing reasonable accommodation is to enable a person with a disability to perform the essential functions of the job. Therefore, information is necessary to determine:

- (a) Whether the requestor actually requires a reasonable accommodation, and
- (b) The nature and extent of the accommodation, if one is required.

This information will be used only for the purpose of taking voluntary action to overcome the effects of conditions limiting opportunities for persons with disabilities. Although the information is being requested on a **VOLUNTARY** basis and will be kept **CONFIDENTIAL**, your failure to provide us with sufficient information necessary for us to make a reasonable accommodation determination may result in a decision that does not adequately address your needs.

I Wish to Initiate a Formal Reasonable Accommodation Request.

Name: _____ **Date of Request:** _____

Address:

(Street) (City)

(State) (Zip) (Telephone)

Work Location:

Work Telephone: _____ Work Email: _____

Employer: Framingham State University

Accommodation Requested (See pg 2):

Limitations Requiring Accommodation:

Position/Service/Examination for which Accommodation is requested:

To the Employee/Applicant: If you have received these forms without the benefit of explanation or if you have questions regarding this process, please contact the **Director of Equal Opportunity, Erin Jerrett**, at the telephone and/or address found at the bottom of this form.

Type of Accommodation Requested:

- 1. Modification of Duties/Assignments:** includes, but is not limited to, job modification, job tasks, flexible time to allow for transportation and/or medical schedules, task modifications, reassignment of job tasks, etc.
- 2. Access:** includes, but is not limited to, physical accessibility of parking lots, entrances, rest rooms, work stations, cafeterias, elevators, etc.
- 3. Purchase or Modification of Equipment or Devices:** includes, but is not limited to, push button telephones, hand controls for dictating devices, speaker phones, telephone amplifiers, Braille typewriters, dictating machines, optical scanners, telecommunication devices, noise activated equipment, etc.
- 4. Work Related Reasonable Accommodations:** includes, but is not limited to, utilization of additional staff as a method of overcoming a physical or mental handicap, readers, drivers, interpreters, personal care attendants for imposed travel, etc.

Additional Information that Requestor feels is Relevant:

Signature of Requestor or Person

Relationship to Requestor

It is the policy of Framingham State University **to process all formal reasonable accommodation requests within twenty (20) working days of the date the request is received**, except in situations when the requestor may need an earlier accommodation to meet vital health or safety needs. If accommodation is requested to assist with the application process or a decision requires medical information, the University will be allowed consideration for special time required.

The individual requesting a reasonable accommodation will receive a written response.

Form should be marked **CONFIDENTIAL** and mailed or delivered to:

Framingham State University Contact: Erin Jerrett, Director of Equal Opportunity

Address: Framingham State University, Office of Human Resources, 100 State Street, Framingham, MA 01701

Telephone: 508-626-4052

E-mail address: ejerrett@framingham.edu

If you have further questions, please contact Erin Jerrett using the contact information noted above.