

EMPLOYEE REQUEST FOR ACCOMMODATION

The office designated to review requests for accommodation for employees of SUNY Cobleskill Ag & Tech is the Human Resources Department. The evaluation of this request may require the submission of medical documentation and consultations with Employee/Student Health Services, your medical care provider(s), your supervisor and any other parties as may be deemed appropriate. You may also be required to submit to a medical examination by the Employee Health Service of the New York State Department of Civil Service or another appropriate health care professional. All information received by SUNY Cobleskill Ag & Tech that pertains to your request for accommodation will be kept confidential and used only for purposes of determining the need and the ability of SUNY Cobleskill AG & Tech to provide an accommodation.

I am requesting accommodation for physical and/or mental disability(ies) (i.e. standing, walking, sitting, hearing, speaking, lifting, memory, etc.) that either impede normal bodily function *or* are demonstrable by medically accepted diagnostic technique based on the following (please attached additional sheets as necessary):

1. The following disability(ies) or impairment(s) is interfering with my ability to perform my current position/job that I have been offered:

2. I have difficulty performing the following job function(s) of my position/job that I have been offered:

3. I am requesting the following accommodation for my disability or impairment(s):

3. This accommodation will assist me in performing the above-described job essential function(s) as follows:

4. I have had the following accommodation(s) in the past for this same disability or impairment(s):

5. The following is additional information that may be useful in processing my accommodation request:

Employee Name (print) and Signature

Date

Employee Title: _____

Employee's Supervisor Name: _____

Employee's Daytime Telephone No. _____

Please complete and return this form to:

Human Resources Department

Room 123, Knapp Hall.

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