
REASONABLE ACCOMMODATION PROCEDURES

PROCEDURES FOR IMPLEMENTING REASONABLE ACCOMMODATION AT THE CITY UNIVERSITY OF NEW YORK:

Section I: Overview

The City University of New York, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment.

Section II: Responsibility for Implementation

The President of each constituent college of The City University of New York, the Senior Vice Chancellor for the Central Office and the Dean of the Law School are responsible for the implementation of these procedures.

Each University unit has a 504/ ADA Compliance Coordinator who has responsibility for coordinating efforts to ensure access and nondiscrimination for individuals with disabilities.

The Human Resources Director along with supervisors of each constituent college of The City University of New York is responsible for making arrangements to provide reasonable accommodations to applicants for employment and current employees.

Each University unit has a Student Disabilities Services Coordinator who has responsibility for providing services and coordinating efforts to ensure access to programs and activities for students with disabilities.

Section III: Procedures for Requesting an Accommodation

A. Applicants for Employment

As part of a standard acknowledgment letter, individual applicants are to be instructed to contact the college's Director of Human Resources if an accommodation is needed to participate in the application/interview process. The Human Resource Director will make arrangements with the appropriate individuals to provide a reasonable accommodation.

B. Current Employees

Upon initial hire, each employee is given the opportunity to self-identify as a person with a disability and to request a reasonable accommodation. The self-identification form is to be circulated annually to all current employees to permit the self-identification of employees who may have become disabled subsequent to initial hire.

An employee should make any initial request for accommodation to her/his immediate supervisor. Alternatively, an employee may direct his/her request to the Director of Human Resources at the site. In either case, consultation between the employee's supervisor and the Director of Human Resources should take place to determine whether the requested accommodation, or an alternate accommodation, is appropriate and should be implemented. Appropriate supporting documentation should be provided to the Human Resources Director. If the proffered accommodation is acceptable to the employee, the Human Resources Director should inform the 504/ADA Compliance Coordinator of the nature of the accommodation.

When an accommodation is complex or requires college expenditures, the supervisor and the Human Resources Director are required to obtain the input of the 504/ADA Compliance Coordinator and/or other college officials. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision.

Employees may consult with the college's 504/ADA Compliance Coordinator at any time to discuss and understand their rights under the Rehabilitation Act, the ADA and state and local legislation, and they are encouraged to do so.

C. Visitors

Brochures/flyers announcing specific public programs should include a statement identifying the person to contact if an accommodation is needed. The time frame, by which such a request must be made, e.g. forty-eight hours in advance, must be included in the statement. A visitor should make any initial request for accommodation to the individual designated on the flyer. The designee should consult with appropriate college officials to determine the feasibility of granting the requested accommodation. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision. If the proffered accommodation is acceptable to the visitor, the designee should inform the 504/ADA Compliance Coordinator of the nature of the accommodation.

D. Students

A student should make an initial request for accommodation to the Office of Services for Students with Disabilities, and provide appropriate supporting documentation. The Student Disabilities Services Coordinator may consult with appropriate college officials such as the instructor or provost to determine the appropriateness of the requested accommodation consistent with the program requirements. Such consultation shall be confidential, and limited to those officials whose input is necessary to the decision.

Students may consult with the Office of Services for Students with Disabilities or the 504/ ADA Compliance Coordinator at any time to discuss and understand their rights under the Rehabilitation Act, the ADA, and state and local legislation, and they are encouraged to do so.

Section IV: Review of Accommodation Requests/Decisions

Applicants for Employment

Applicants whose request for accommodation is denied or who do not agree with a proposed accommodation for the application/interview process, will inform the Human Resource Director. The Human Resource Director will inform the 504/ ADA Coordinator who will make the final decision and inform the applicant of the decision.

Current Employees

If an employee does not agree with a proffered accommodation, the employee may discuss the situation with the 504/ ADA Compliance Coordinator who will review the matter and attempt to resolve it. The Compliance Coordinator may designate one or two members of the 504/ADA Committee to assist in this effort. If the matter is not resolved, the employee may exercise any and all rights available under law without fear of retaliation. If the employee is a union member, the employee may wish to discuss this situation with his/her union representative and exercise any rights available under the collective bargaining agreement. The Compliance Coordinator will keep the President apprised of the matter.

Visitors

If a visitor finds a proffered accommodation unacceptable, the visitor may discuss the situation with the 504/ADA Compliance Coordinator. The Compliance Coordinator shall make the final decision after consultation with the college President.

Students

If a proffered accommodation is unacceptable to the student, the student may discuss the situation with the 504/ADA Compliance Coordinator who will review the matter and attempt to resolve it. The college 504/ADA Compliance Coordinator may designate one or two members of the 504/ADA Committee to assist in this effort. If the proffered accommodation is still unacceptable, the college Compliance Coordinator will apprise the college President of the issues and the college Compliance Coordinator's recommendation. The President shall make the final decision.

Section V: Data Collection/Record Keeping/Communication

The 504/ ADA Compliance Coordinator is responsible for collecting the information on all accommodation requests including the number made and type of accommodation provided to employees. Likewise, the Student Disability Services Coordinator is responsible for collecting the information on all accommodation requests including the number made and type of accommodation provided to students. Whether records are maintained on paper or computer, they should be kept in a secure location and protected from damage or loss.

There are very strict limitations on the use of medical information obtained through the reasonable accommodation process. All requests for accommodation and all supporting information, including but not limited to medical information, are to be considered confidential and shared with college officials only on a need-to-know basis. Any medical documentation submitted or obtained may only be used to evaluate the request for accommodation. Medical records for employees must be kept in a separate file in the Human Resources Department. Medical records for students are to be kept in a separate file and maintained in the Office of Services for Students with Disabilities.

Applicants and employees, students and visitors may avail themselves of their legal rights to complain to non-CUNY agencies, without fear of retaliation. An updated list of these non-CUNY agencies may be obtained from the college's AA/EEO Office.

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

FREQUENTLY USED TERMS

Disability Definitions:

The Rehabilitation Act of 1973

The term "disability" means ... a physical or mental impairment that constitutes or results in a substantial impediment to employment; or...a physical or mental impairment that substantially limits one or more major life activities. 29 USC §705(9). Individual with a disability ... [T]he term "individual with a disability" means ... any person who (i) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment, 29 USC §705(20)(B).

The Americans with Disabilities Act

The term "disability" means, with respect to an individual-(A) a physical or mental impairment that substantially limits one or more of the major life activities of such individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment. 42 use §12102(2).

New York State Human Rights Law

The term "disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held. Executive Law §292(21).

New York City Administrative Code

The term "physical or mental impairment" means a physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito- urinary; hemic and lymphatic; skin and endocrine; or a mental or psychological disorder, such as mental retardation, developmental disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. It includes, but is not limited to, such diseases and conditions as

orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, alcoholism, substance abuse, and drug addiction. Admin. Code §8-102(16) (b).

Section 503

Section 503 of the Rehabilitation Act of 1973, administered by the U.S. Department of Labor's Office of Federal Contract Compliance Programs, and applies to all federal contractors and subcontractors with contracts of \$10,000 or more. It mandates affirmative action to employ and advance in employment, qualified people with disabilities. In addition, it requires all recipients with 50 or more employees and one or more federal contracts of \$50,000 or more to prepare and maintain affirmative action programs.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified individuals with disabilities in federally funded programs and activities. The Justice Department's Disability Rights Section is responsible for coordinating government-wide efforts to comply with Section 504.

The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) guarantees disabled people access to employment, public accommodations, transportation, public services and telecommunications. The ADA provides comprehensive federal civil rights protection for people with disabilities.

New York State Human Rights Executive Law 296

Executive Law §296(1)(a) makes it an unlawful discriminatory practice for an employer to refuse to hire or employ or to bar or to discharge from employment a disabled individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment. Executive Law §296(3)(a) requires an employer to provide reasonable accommodations to the known disabilities of an employee, prospective employee in connection with a job or occupation sought or held or participation in a training program. Executive Law, §296(b) provides that nothing contained in this subdivision shall be construed to require provision of accommodations that can be demonstrated to impose an undue hardship on the operation of an employer's business program or enterprise. Executive Law §296(7) makes it unlawful discriminatory practice for any person engaged in any activity to which this section applies to retaliate or discriminate against any person because he or she has opposed any practices forbidden under this article or because he or she has filed a complaint, testified or assisted in any proceeding under this article.

ACCOMMODATION AT CUNY

ADA/504 Compliance Coordinator

The 504/ADA Compliance Coordinator IS appointed by the President. This person is Responsible for:

- Monitoring the college for 504/ADA compliance.
- Resolving issues before they become potential grievances.
- Making sure that disabled employees are accommodated.
- Making sure that disabled students receive the same opportunities that other students receive in the most integrated fashion.
- Providing training to those who must interact with the disabled.

504/ADA Committee

The 504/ADA Committee serves as an advisory committee to the 504/ADA Coordinator. The committee assists in formulating new ideas and monitoring the College for 504/ ADA Compliance. The Committee is comprised of representatives from various divisions, departments, programs, and services that make up the College. The Coordinator for Disabled Student Services is a member of the committee.

The current members are:

Julie Trachman, Co-chair, Prof., Natural Sciences Dept., A507-D

Elyse Zucker, Co-chair, Prof., English Dept., B345

Ralph Schwartz, Prof., Natural Sciences Dept., A418

Alice Cunningham, Prof., Mathematics Dept., B408

Lizette Colon, Lecturer, Counseling, C-377

Ms. Michele Dickinson, Interim Chief Diversity Officer, A336

Alejandrina Pena, Staff Nurse, A334C

Roberto Williams, CUNY Office Assistant, BC-42A

Jason Libfeld, Coordinator, Student Leadership Academy, C392

Joshua Rivera, Director, Government Relations, A-332

Susan Miceli, Counselor, C-374

Raymond Perez, Director, Accessibility Resource Center, D-101P

Reasonable Accommodations

The term "reasonable accommodation" means actions taken which permit an employee or prospective employee with a disability to perform in a reasonable manner the activities involved in the job or occupation sought or held and include, but are not limited to, provision of an accessible worksite, acquisition or modification of equipment, support services for persons with impaired hearing or vision, job restructuring and modified work schedules; provided, however, that such actions do not impose an undue hardship on the business, program or enterprise of the entity from which action is requested. New York State Human Rights Executive Law §292(21-e).

Related Links, Documents and Forms:

- A. Authorization for Release of Medical Information
- B. Reasonable Accommodation Request Form
- C. Reasonable Accommodation Request Record of Steps and Outcome

Reasonable Accommodation Process Time Frame

Day 1	When an individual makes an oral or written request for a change to the work environment, workplace rule or practice, job or operations relating to a disability, sincerely held religious belief, pregnancy, childbirth, or medical condition related to pregnancy or childbirth, or status as victim of domestic violence, sex offenses or stalking, the request need not mention the words “reasonable accommodation” or “accommodation.” If the request is not made directly to the college staff authorized to process the request, it should be referred to such person as soon as possible. Ideally, the referral should occur within three (3) business days from the date of the request, barring extenuating circumstances. When an employee with a known or obvious disability is having difficulty performing his or her job, the employee may be asked whether he or she needs a reasonable accommodation, even though it is typically the responsibility of the individual needing an accommodation to request it.
By Day 10	The appropriately authorized Human Resources staff must engage in the interactive process with the requestor.
By Day 30 or as soon as possible	If all the supporting information requested has been provided, the responsible college staff must grant or deny the request and communicate this decision to the requestor.
Expedited	In certain time-sensitive circumstances, when the accommodation is needed for imminent medical treatment or to avoid imminent emotional and/or bodily harm, a request for reasonable accommodation requires an expedited review and decision in less than 30 days.

II. The Interactive Process

The interactive process is critical. The college staff responsible for reviewing reasonable accommodation requests should determine if the request is based on disability, sincerely held religious belief, pregnancy, childbirth, or medical condition related to pregnancy or childbirth, or status as victim of domestic violence, sex offenses or stalking. If the request is based on one or more of these, then the college staff should engage in the relevant analysis, as set forth below. The process for disability is

discussed separately from the other categories because the analysis related to disability is typically more involved, although the steps outlined may apply to other categories as well. Appendix C, below, may be used to record the steps taken during the interactive process and the outcome.

Steps	Disability
1. Request for a Reasonable Accommodation	<p><input type="checkbox"/> An individual who made the request should complete a Reasonable Accommodation Request Form.</p> <p><input type="checkbox"/> If the disability and/or need for an accommodation are obvious or known, the requestor may be provided with an accommodation without a formal analysis of his/her job limitations or the job's essential duties. This is the case, for example, for an employee in a wheelchair who needs a desk to be elevated in order to permit wheelchair access.</p>
2. Examine Job Duties and Essential Job Functions	<p><input type="checkbox"/> If the need for an accommodation is not obvious or known, determine the job duties and essential functions of the position.</p> <p><input type="checkbox"/> The requestor must meet the qualifications for the job and must be able to perform the essential duties of the position. In determining whether the requestor can perform the essential duties, the college must consider whether the requestor could perform them with a reasonable accommodation.</p> <p><input type="checkbox"/> A job function may be considered essential for various reasons, such as: the reason the position exists is to perform a particular function; there is a limited number of employees among whom the performance of the function can be distributed; and/or the function is highly specialized. The inquiry into whether a function is "essential" is not intended to second guess the college's business judgment with regard to production standards, or to require the college to lower performance standards.</p>
3. Meet with Individual Request Medical Documentation	<p><input type="checkbox"/> Meet with the requestor to determine physical or mental abilities or limitations and the specific barriers these limitations pose to the performance of the job's essential functions. If needed to analyze the request, the college may ask the requestor to provide reasonable medical documentation describing the nature, severity, and duration of the impairment, limitations on performing the essential job functions, specific accommodations sought, if any, and why the disability or limitations require the accommodations sought. This medical documentation should be submitted or forwarded to the authorized HR staff. The requestor may be provided with copies of essential functions for review by his/her medical provider.</p>

<p>4. Determine disability and sufficiency of documentation</p>	<p><input type="checkbox"/> After reviewing the medical documentation, determine if the individual has a disability as defined above.</p> <p>Also determine if the medical documentation provides sufficient information regarding the severity, duration, limitations, and need for an accommodation. This review and assessment should be conducted by the authorized HR staff. If the medical documentation is insufficient, the requestor should be given an opportunity to have his/her medical provider submit additional documentation with the missing information.</p> <p>The requestor may also be asked to sign a medical release allowing the college to submit a list of specific questions to the medical provider.</p> <p>An employee can be asked to submit to an examination by a health professional selected by the college, at the college's expense, if the college is unable to get sufficient information directly from the requestor or his or her medical provider.</p>
<p>5. Discuss potential accommodations</p>	<p><input type="checkbox"/> After obtaining documentation that sufficiently identifies and describes the disability, its limitations, and the need for an accommodation, discuss with the requestor possible reasonable accommodations.</p>
<p>6. If there is more than one reasonable accommodation</p>	<p><input type="checkbox"/> Where more than one possible reasonable accommodation exists, the college should give primary consideration to the requestor's preference. However, the college has the discretion to choose among various appropriate reasonable accommodations that will enable the performance of the essential job functions or ensure access to equal employment opportunities. The college may consider factors such as the relative ease in providing a particular accommodation as compared to others, or the expenses associated with each accommodation.</p>
<p>7. Direct Threat</p>	<p><input type="checkbox"/> If there is a reasonable belief that an employee with a known disability may pose a direct threat to him/herself or others, the employee may be asked to submit to an examination by a health professional selected by the college. A "direct threat" is a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.⁵ The determination that an individual poses a "direct threat" must be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job, and should include consideration of whether there is a reasonable accommodation that could enable the individual to do so. The assessment that an employee poses a direct threat to him/herself</p>

	<p>or others, that cannot be addressed with a reasonable accommodation, must be based on reasonable medical judgment that relies on the most current medical knowledge and/or on the best available objective evidence. A college seeking to remove from a permanent competitive position an employee whose disability poses a direct threat must comply with the process set forth in Section 72 of the Civil Service Law.</p>
<p>8. Undue Hardship</p>	<p><input type="checkbox"/> An accommodation need not be granted where it would impose an undue hardship on the college. An undue hardship is an action that would require significant difficulty or expense. Undue hardship includes any accommodation that would be unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of a college's business. If a particular accommodation imposes an undue hardship, the college must consider whether an alternative accommodation is available that does not impose undue hardship.</p>
<p>9. Grant or deny request</p>	<p><input type="checkbox"/> An accommodation need not be granted where the individual would not be able to perform the essential functions of the position even with the reasonable accommodation. However, if there is no reasonable accommodation that would enable an employee to perform the essential functions of his or her current position, the college should consider whether reassignment to another position could be made as a reasonable accommodation. A grant or denial of a reasonable accommodation request must be in writing, either explaining the accommodation that will be provided, or for denials, the reason the request was denied. A letter briefly explaining the outcome must be sent to the candidate or employee.</p> <p><input type="checkbox"/> Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. When an individual's request for an accommodation has been denied, or the individual has been offered an accommodation other than the one requested, the individual may appeal to the college head or designee.</p> <p><input type="checkbox"/> An individual may choose to file a complaint with the EEO Office or with an external enforcement college or in any court of competent jurisdiction regarding a failure to reasonably accommodate.</p>

Steps	Religion, Victim of Domestic Violence, Sex Offenses or Stalking, Pregnancy, Childbirth, or Related Medical Condition
<p>1a. Determine since rely held religious belief</p>	<p><input type="checkbox"/> "Religion" is defined broadly and protects beliefs and practices that may be unfamiliar. Accordingly, the college should generally not question that a request for religious accommodation is based on a sincerely held belief.</p> <p>However, if the college has genuine reason to doubt that a belief qualifies as religious, or is sincerely held (for example, the requestor has engaged in conduct that is inconsistent with the asserted belief or practice), the college may make a limited inquiry, including asking for supporting documentation. The documentation submitted may include the requestor's first-hand explanation, or explanations from others, such as a church official or member, who are aware of the religious practice or beliefs.</p>
<p>1b. Determine status as a victim of domestic violence sex offenses or stalking</p>	<p><input type="checkbox"/> The college may ask the individual to provide appropriate documentation supporting his/her status as a victim of domestic violence, sex offense or stalking, such as documentation from an employee, agent, or volunteer of a victim services organization, attorney, member of the clergy, medical or other professional services provider, police or court records, or any other corroborating evidence.</p> <p><input type="checkbox"/> If the college has reason to believe that an employee is a victim of domestic violence, sex offense or stalking (for example you know that the person is living in a shelter for victims of domestic violence), and that person is in need of a reasonable accommodation (such as leave), the college should initiate the interactive process with that individual.</p>
<p>1c. Pregnancy, childbirth or related medical condition</p> <p>2. Engage in Interactive process: Religion Victim of sex offenses or Stalking, Pregnancy Childbirth, or related medical condition</p>	<p><input type="checkbox"/> If pregnancy, childbirth or related medical condition and/or need for an accommodation are not obvious, you may request reasonable medical documentation supporting the request.</p> <p><input type="checkbox"/> Using a flexible approach, work with the individual requesting the accommodation to determine possible reasonable accommodations and whether the individual would be able to do the essential functions of the position with a reasonable accommodation.</p>
<p>3. Undue hardship</p>	<p><input type="checkbox"/> An accommodation need not be provided where it would impose an undue hardship. If a particular accommodation imposes an undue hardship, the college must consider whether an alternative accommodation is available that does not impose undue hardship.</p>

<p>4. Grant or Deny Accommodation</p>	<p><input type="checkbox"/> A grant or denial of a reasonable accommodation request must be in writing, either explaining the accommodation that will be provided, or for denials, the reasons the request was denied. A letter briefly explaining the outcome must be sent to the applicant or employee.</p> <p><input type="checkbox"/> When an individual's request for an accommodation has been denied, or the individual has been offered an accommodation other than the one requested, the individual may appeal to the college head or designee.</p> <p><input type="checkbox"/> An individual may choose to file a complaint with the EEO Office or with an external enforcement college or in any court of competent jurisdiction regarding a failure to reasonably accommodate.</p>
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Lactation

REASONABLE LEAVE AND LOCATION FOR LACTATING MOTHERS

Lactating mothers must be provided reasonable unpaid break time, or be allowed to use paid break time or lunch time each day, to express breast milk, for up to three years following child birth. The College must make reasonable efforts to provide a room or other location in close proximity to the work area where the employee may express milk in privacy. If an employee so chooses, unpaid break time may run concurrently with regularly scheduled paid break or lunch time.

CONFIDENTIALITY

All information, including a statement of the person requesting a reasonable accommodation or any other related documentation, record, and the fact that the individual has requested or obtained a reasonable accommodation, must be maintained as confidential records by the college to the extent required by applicable federal, state, or local law.

Medical information must be collected and maintained on separate forms in separate medical files and must be treated as a confidential medical record except that, among other exceptions, supervisors and managers may be provided with information necessary to implement restrictions on the work or duties of the employee or to provide a reasonable accommodation.

Information relating to a reasonable accommodation request may be shared with college counsel or personnel officers for the purposes of reviewing a request and implementing an accommodation.

HOSTOS COMMUNITY COLLEGE

Human Resources Department

REQUEST FOR REASONABLE ACCOMMODATION

This form is to be completed by the individual requesting a reasonable accommodation.

General Information:

Name _____ HCC ID # _____

Position Title _____

Department/Unit _____

Supervisor _____

Home Address _____

Campus Address _____

Home Telephone _____ Campus Telephone _____

Email _____

How would you prefer to be contacted?

Home Phone _____ Office Phone _____ Email _____

Classification:

- | | |
|---|--|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Admin/Professional | <input type="checkbox"/> Support Staff |

This form is to be completed by the individual requesting a reasonable accommodation.

1. Indicate the physical or mental limitation(s) and expected duration of the limitation(s). It is not necessary to indicate a medical diagnosis or condition.

2. Is your accommodation request time sensitive? If so, please explain.

3. What, if any, job function are you having difficulty performing?

4. What accommodation you are requesting? Please be as specific as possible.

5. Have you had any accommodations in the past for this same limitation? If yes, what were they and how effective were they?

6. If you are requesting a specific accommodation, how will that accommodation assist you?

7. Please provide any additional information that might be useful in processing your accommodation request:

I understand that by making this request, I am authorizing Hostos Community College to discuss information regarding reasonable accommodations with my immediate supervisor and/or any other CUNY/Hostos official on a need-to-know basis. I understand that information regarding my disability and reasons for accommodations will remain confidential to the extent provided by law. I also understand that, when reasonable accommodations have been provided, I will be held to the same performance and conduct standards as all other HCC employees.

Signature_____ Date_____

(Return this form to Denise gomez-Ramos, Human Resources Department, Room B-215)

HOSTOS COMMUNITY COLLEGE

RELEASE OF MEDICAL INFORMATION FORM

This form is to be completed by the individual requesting a reasonable accommodation.

So that we may properly evaluate your request for reasonable accommodations for your disability, please have your qualified medical provider complete the attached Medical Inquiry Form and return it directly to us at the address listed below. This form, and the information contained on it, will be kept separate from your personnel file and will remain confidential as required by law.

I, _____, authorize my physician, or any other professional clinician who may share in my care, to release to the designated representative of Hostos Community College any and all information which shall be required with respect to my disability and the accommodations being requested.

I understand that this release authorizes my physician to orally discuss these matters with the above officials as necessary in addition to providing a written record.

I understand that this information is being provided to Hostos Community College for it to assess my medical condition(s) and determine whether I have a disability as defined by law and what accommodation, if appropriate, can be made.

I give this authorization voluntarily and with full understanding of its nature.

Name _____ Job Title _____

HCC ID _____

Date _____

Signature _____

Return to:

Hostos Community College

Attn: Denise Gomez-Ramos

Human Resources Department

500 Grand Concourse

Room B-215

Bronx, NY 10451

MEDICAL INQUIRY FORM IN RESPONSE TO AN ACCOMMODATION REQUEST

A. Questions to help determine whether an employee has a disability.

Employee Name:

Does the employee have a physical or mental impairment?

Yes

No

If *yes*, what is the impairment?

Is the impairment long-term or permanent?

Yes

No

If *not* permanent, how long will the impairment likely last?

Answer the following questions based on what limitations the employee has when his or her condition is in an active state and what limitations the employee would have if no mitigating measures were used. Mitigating measures include things such as medication, medical supplies, equipment, hearing aids, mobility devices, the use of assistive technology, reasonable accommodations or auxiliary aids or services, prosthetics, and learned behavioral or adaptive neurological modifications. Mitigating measures do not include ordinary eyeglasses or contact lenses.

Does the impairment substantially limit a major life activity?

Note: Does not need to significantly or severely restrict to meet this standard.

Yes

No

If *yes*, what major life activity(s) is/are affected?

- | | | | | |
|--|------------------------------------|-----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Caring For Self | <input type="checkbox"/> Walking | <input type="checkbox"/> Hearing | <input type="checkbox"/> Lifting | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Interacting With Others | <input type="checkbox"/> Standing | <input type="checkbox"/> Seeing | <input type="checkbox"/> Sleeping | (describe) |
| <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Reaching | <input type="checkbox"/> Speaking | <input type="checkbox"/> Concentrating | |
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Thinking | <input type="checkbox"/> Learning | <input type="checkbox"/> Reproduction | |
| <input type="checkbox"/> Working | <input type="checkbox"/> Toileting | <input type="checkbox"/> Sitting | | |

<p>Does the impairment substantially limit the operation of a major bodily function?</p> <p><i>Note: Does not need to significantly or severely restrict to meet this standard.</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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If yes, what bodily function is affected?

<input type="checkbox"/> Immune	<input type="checkbox"/> Hemic	<input type="checkbox"/> Circulatory	<input type="checkbox"/> Other: (describe)
<input type="checkbox"/> Normal Cell Growth	<input type="checkbox"/> Special Sense Organs and Skin	<input type="checkbox"/> Endocrine	
<input type="checkbox"/> Digestive	<input type="checkbox"/> Lymphatic	<input type="checkbox"/> Reproductive	
<input type="checkbox"/> Bowel	<input type="checkbox"/> Neurological	<input type="checkbox"/> Musculoskeletal	
<input type="checkbox"/> Bladder	<input type="checkbox"/> Brain	<input type="checkbox"/> Special Sense	
<input type="checkbox"/> Genitourinary	<input type="checkbox"/> Respiratory	<input type="checkbox"/> Cardiovascular	

B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:



What limitation(s) is interfering with job performance?

What job function(s) is the employee having trouble performing because of the limitation(s)?

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s)?

C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:



Do you have any suggestions regarding possible accommodations to improve job performance?

If so, what are they?

How would your suggestions improve the employee's job performance?

D. Is there any additional information that you think is relevant to this inquiry?



Medical Professional's Signature _____ Date _____

Medical Professional's Name and License# _____

Please Return: Hostos Community College, Attn: Denise Gomez-Ramos, Human Resources Department, 500 Grand Concourse, Room B-215, Bronx, NY 10451 or Fax to (718) 518-6621. If you have any questions, please call (718) 518-6650.