



Instructions for Americans with Disabilities Act (ADA) Accommodations Process

The Americans with Disabilities Act requires an employer to engage in an interactive process with an employee with qualifying disabilities to determine whether the employee would benefit from reasonable accommodations to enable them to perform the essential functions of their job. Employees should follow this process to request workplace accommodations.

- 1) Discuss your need for workplace accommodation with your immediate supervisor.
 - If you and your supervisor agree to a modification or accommodation, you do not need to complete the District's accommodations request form.
- 2) If you and your supervisor do not agree to a modification or accommodation, you may request an accommodation by completing the following forms and submitting them to the District's EEO Officer at 501 N. Gulkana St. Palmer, Alaska 99645 or by email to EEO@matsuk12.us. The EEO Officer is the District's designated ADA Coordinator.
 - **ADA Reasonable Accommodation Request Form**
 - **Medical Inquiry Form in Response to Employee Request for Accommodations**
- 3) The ADA Coordinator or designee will process your request based on the information submitted in support of the request, including information provided by your medical provider. The ADA Coordinator or designee may request supplemental documentation if deemed necessary.
- 4) The ADA Coordinator or designee will respond to the accommodation request in writing within ten (10) business days

of receipt of the request. The written communication will indicate a determination of ADA eligibility and will invite you to engage in a process of determining workplace accommodations, if any.

- 5) If the ADA Coordinator or designee denies your request for accommodations, you may file a request for reconsideration of the decision in writing to the Superintendent's Office within five (5) business days from the date of the decision.
- 6) Nothing in this process limits your right to seek relief from any applicable state or federal agency such as the Alaska State Commission for Human Rights or U.S. Equal Employment Opportunity Commission.

