

**GWINNETT COUNTY PUBLIC SCHOOLS
EMPLOYEE REQUEST FOR ACCOMMODATIONS
ON THE BASIS OF A MEDICAL IMPAIRMENT
PROCEDURES**

1. The employee will request a meeting with the Department of Internal Resolution and Compliance, Title IX (herein “Department”) to discuss the requested accommodations in the employee’s place of work. At the meeting, the Department representative will provide the employee with a copy of the “Interactive Process Paperwork” packet, which includes three forms: “Employee Information,” “Interactive Process Questionnaire,” and “Authorization to Release Confidential Information.” A copy of the employee’s job description will be included in the materials provided. All provided materials must be presented to the health care provider. Prior to submitting the materials to the health care provider, the employee must complete the “Employee Information” form and complete the “Authorization to Release Confidential Information” form. Additionally, employee must provide the health care provider with a copy of his or her job description.

2. The employee’s appropriate health care provider will review all provided materials and complete the “Interactive Process Questionnaire.” The health care provider who completes the document should be the health care professional who has primary responsibility for the treatment of the diagnosed conditions that have given rise to the employee’s request for accommodations. Once the questionnaire is completed, the health care provider should return all provided materials (including the “Employee Information Form,” “Interactive Process Questionnaire,” “Authorization to Release Confidential Information,” and employee’s job description) to the Department by personal delivery, mail, fax, or electronic transmission within ten (10) business days:

*Dr. Christopher E. Carter, Interim Executive Director
Office of Employee Relations and Compliance
437 Old Peachtree Road NW
Suwanee, GA 30024
Phone: (678) 301-6811
Fax: (678) 442-5177*

3. If any sections of the “Interactive Process Questionnaire” are incomplete, the document will be returned to the employee with a request that the necessary information be completed. If any sections of the “Interactive Process Questionnaire” are incomplete or unclear, the Department will implement reasonable measures to obtain the information directly from the health care provider. If these efforts are unsuccessful, the requesting

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employee will be advised of the need for him or her to obtain the needed information before the request for accommodations will be further considered.

4. In order to make a determination in the matter, the Department of Internal Resolution and Compliance, Title IX will consider all documentation provided and may engage in expanded consultation with the requesting party, the requesting party's supervisor and/or building administrator, the appropriate health care provider, and any other parties who have relevant information regarding the matter.

Once a determination has been made in the matter, the Department of Internal Resolution and Compliance will schedule a meeting with the employee to communicate the decision reached. Where appropriate, persons who are determined to be qualified individuals with a disability within the meaning of the Americans with Disabilities Act (ADA) will be provided reasonable accommodations that will be designated to afford them an opportunity to perform the essential functions of their jobs. Efforts will also be made to identify reasonable job modifications for persons not found to be qualified individuals with a disability within the meaning of the ADA.

If no reasonable accommodation or modification can be made for an employee based on the undue hardship that would be borne by the organization or the fact that the accommodation would result in a fundamental alteration of a program, an appropriate leave determination may be made for the employee or he or she may be released from employment. Any form of leave designation will be compensated or uncompensated depending upon the individual employee's accrued leave status.

Where accommodations are offered or modifications are made, the supervisor of the employee will be contacted to schedule a meeting with the requesting employee and a Department representative. During this meeting, an "Accommodations Conference Summary" will be signed by all involved parties, acknowledging the terms and conditions of the issued accommodations or modifications.

Requests for Accommodations on the basis of a medical impairment or disability may be updated annually. Cases may be reviewed more frequently, if deemed appropriate by Department representative or requested by the employee, based on specific factors attendant to individual cases. Continuation of provision of services is contingent upon the employee providing updated information to the Department on or around the anniversary of the initial determination.

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