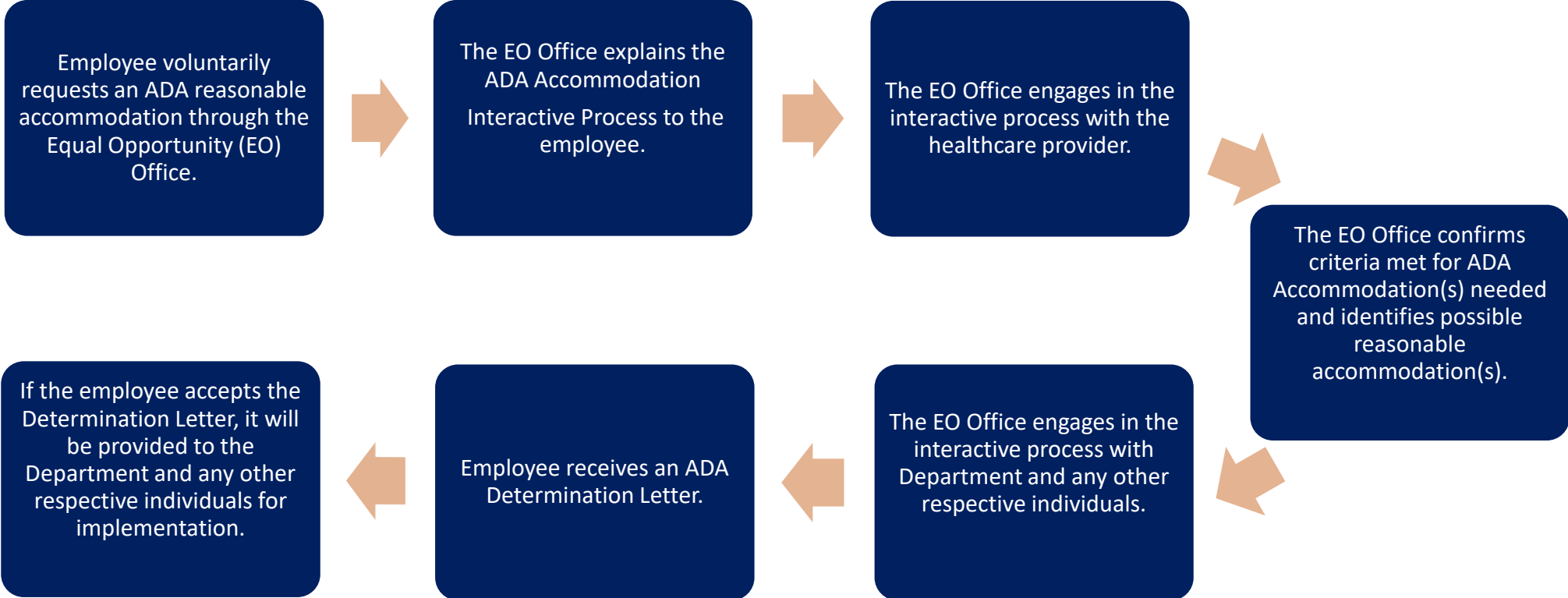


# Workplace ADA Accommodation Interactive Process

- The Equal Opportunity (EO) Office meets with the UTEP employee to discuss the Workplace ADA accommodation Interactive Process. It is the employee's responsibility to initiate the request for an ADA accommodation.
- The employee submits the Employee Request for Accommodation Form, which is available on the EO Office website under Accommodations or in the EO Office.
- The EO Office provides the UTEP employee with a questionnaire for their healthcare provider to complete.
- Upon receipt of the Healthcare Provider Questionnaire Form, the EO Office will assess the ADA request.
- If the employee has a medical condition that is covered under the ADA, the EO Office, under the direction of the ADA Coordinator, will work with the employee, supervisor, and other appropriate individuals to identify the reasonable accommodation(s) that will enable the employee to continue performing the essential functions of the job.
- An ADA Determination Letter will be issued to the employee and supervisor upon acknowledgement and acceptance of the identified ADA accommodation(s) by the employee.

# Workplace ADA Accommodation Interactive Process Flow Chart



All departments and respective individuals in charge of assessing and analyzing the accommodation request will maintain the confidentiality of all ADA related matters. Any records or information obtained as part of the ADA Accommodation Interactive Process will remain separate from the employee's personnel file and will be kept confidential in the Equal Opportunity Office.