THE ACCOMMODATION PROCESS FOR EMPLOYEES

This document provides a framework of the interactive process taken in most cases, but individual cases may vary. If you have any questions or need an accommodation, please contact the Diversity & Equal Opportunity Office: (713) 500-CALL (2255) or CALL@uth.tmc.edu

STEP 01

The employee must submit a completed Request for Reasonable Accommodation Form to the Diversity & Equal Opportunity office.

Supervisors who receive a request for an accommodation must immediately notify the Diversity & Equal Opportunity office. Supervisors may not unilaterally grant accommodations.

STEP 02

Documentation of a disability or a closely held religious belief will be required when the need for workplace accommodation is not clearly apparent.

STEP 03

The Diversity & Equal
Opportunity office, the
employee, and the
employee's supervisor will
engage in an interactive
process to determine
appropriate
accommodation(s).

STEP 04

The Diversity & Equal
Opportunity office will
document the appropriate
workplace accommodation
and provide a written
response to the employee
and supervisor.