08.01.02.C0.01 Employee/Applicant Requests for Reasonable Accommodations Under the ADA

Revised: March 23, 2026
Next Scheduled Review: March 22, 2026
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (the university) is committed to providing equal access and opportunity to university employees, (including student employees) and qualified job applicants with disabilities in compliance with the Americans with Disabilities Act (ADA), as amended. The university does not discriminate against applicants or employees based on disability. Furthermore, the university provides reasonable accommodations to qualified individuals with disabilities.

This procedure defines the process and responsibilities for identifying and responding to employee and applicant requests for reasonable accommodations. An employee may be eligible for a reasonable accommodation if he or she is qualified for the job but because of a disability requires reasonable assistance to perform the essential functions of that job.

Definitions

The ADA defines an individual with a disability as a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded (deemed, labeled, and/or treated) as having such impairment.

Procedure

1. EMPLOYEE

    1.1. Individuals requesting an accommodation or job modification may self-identify as having a disability at the time of hire or at any time during their employment. If an accommodation or job modification is being requested and the disability is not visible or apparent, the employee must inform his or

her supervisor of the nature of the disability and what accommodation or job modification is being requested. This may be conveyed verbally or in writing. However, documentation of the disability and need for an accommodation or job modification from the employee's medical provider may be required in such circumstances.

1.2. If the employee does not want to discuss the accommodation or job modification request with the supervisor, he or she may contact the Director, Employee Development & Compliance Services (ADA Coordinator). The ADA Coordinator will then facilitate the interactive process with the employee and employee's supervisor.

2. IMMEDIATE SUPERVISOR

Once a supervisor receives notice from an employee of a disability and request for an accommodation or job modification, the supervisor must inform the ADA Coordinator in writing as soon as possible with the information/request provided by the employee. Employee may convey their request as an ADA accommodation request, or may merely present a request in the form of requesting an adjustment to their work schedule and/or location due to a medical condition.

2.1. In cases in which the supervisor can easily support the request for an accommodation or job modification, the supervisor can provide it, or one that is equally effective, and inform the ADA Coordinator.

2.2. In cases where the supervisor and/or employee is uncertain as to whether the request meets ADA requirements, the supervisor and/or employee will contact the ADA Coordinator for assistance.

2.3. Supervisors may not deny a request for a reasonable accommodation or job accommodation without the prior review and approval of the ADA Coordinator.

2.4. The supervisor and department will provide approved accommodations or job modifications as promptly as reasonably possible.

3. APPLICANTS FOR EMPLOYMENT

3.1. Applicants for university jobs may request accommodations in the application process, including testing (if applicable), by informing, preferably in writing, the department hiring manager, the Human Resources Department, or the ADA Coordinator.

3.2. Applicants should not be asked any disability-related questions or be required to have a medical examination prior to any offer of employment. However, a

hiring manager may, if a possible impairment or disability that could affect the applicant's ability to perform the essential functions of the job is visible or obvious, ask the applicant how he or she would be able to meet the job requirements with or without a reasonable accommodation.

4. COMPLIANCE SERVICES/ADA COORDINATOR

4.1. Compliance Services/ADA Coordinator will interact with the employee or job applicant to determine what accommodation or job modification is needed and coordinate with appropriate management to implement any approved accommodations or job modifications. This may include:

(a) an analysis of the job to determine its essential functions;

(b) consultation with the employee or applicant to ascertain the nature and precise limitations of the claimed disability or impairment;

(c) request medical documentation of any nonvisible or nonapparent impairment or disability which is the basis of the request for an accommodation or job modification, and

(d) written notification to the employee or applicant about the decisions made with respect to their request for an accommodation or job modification.

4.2. Compliance Services/ADA Coordinator will ensure that all medical information obtained from an employee or applicant will be kept separate from personnel or hiring files and will be treated as a confidential medical record. Disclosures of confidential medical information are permitted only in very limited circumstances, including to supervisors and managers regarding work restrictions or approved accommodations or job modifications.

5. TRAINING/EDUCATION/INFORMATION

Information regarding this procedure will be provided to employees and applicants in brochures, handouts, the university website, employee orientations and appropriate department meetings. Training will be provided as part of supervisor workshops and management training.

6. MONITORING/COMPLIANCE REVIEW

6.1. The ADA Coordinator will document and monitor accommodation or job modification requests and will evaluate the university's performance in responding to such requests.

6.2. The ADA Coordinator will provide a report of the number and type of accommodation/job modification requests received and processed, and any systemic issues or concerns, to senior management on at least an annual basis.

Related Statutes, Policies, or Requirements

System Policy *08.01, Civil Rights Protections and Compliance*
System Regulation *08.01.01, Civil Rights Compliance*
System Regulation *08.01.02, Civil Rights Protections for Individuals with Disabilities*
University Rule *08.01.01.C1, Civil Rights Compliance*
University Procedure *08.01.02.C0.02, Accommodations at University Facilities and Events*
University Procedure *08.01.02.C0.03, Service and Emotional Support Animals*

This procedure supersedes:

- *08.01.01.C1.01, Reasonable Accommodation Request for Employees and Applicants Under the Americans with Disabilities Ace, as amended.*
- *32.02.02.C1.01, Reasonable Accommodation Request Under the Americans with Disabilities Act*

Contact Office

Contact for interpretation and clarification:	Compliance Services, ADA Coordinator 361.825.5826