



To University Staff Employees:

Eastern Washington University provides reasonable accommodation for employees who have a qualifying disability. Reasonable accommodations may include a leave of absence or modification to a job, work environment, policy or procedure to enable a qualified individual with a disability to enjoy equal employment opportunity and/or to perform the essential functions of the position.

Please complete this form and return it to the appropriate ADA representative listed below. **You are not required to disclose to your immediate supervisor the medical basis for a requested accommodation; however written documentation from a qualified health care provider is necessary when requesting disability accommodations, unless the disability is obvious. It is the employee's responsibility to see that their health care provider returns the required information to the individual/office listed below.** A medical examination may be required.

If more specific information is needed to respond to a request for accommodation, a Job Analysis for your position may be prepared. A completed copy of the Job Analysis will be shared with you and your health care provider.

Medical records are treated confidentially and are maintained separately from personnel/academic files.

If you have questions regarding accommodation, please contact the appropriate ADA Officer designated below. Also see EWU Policy 402-03 – Accommodating Persons with Disabilities.

CONTACTS

Classified, Exempt, Faculty, and Temporary Employees	Megan Jasmer - Human Resources Leave Specialist Benefits Office 318 Showalter Hall Office: (509) 359-4300 Fax: (509) 359-2874 Email: mjasmer@ewu.edu
Students	Student Accommodations and Support Services Main Office 015 Hargreaves Hall Office: 509-359-6871 Fax: 509-359-7458 Email: sass@ewu.edu

If students need academic accommodations, they should contact Student Accommodations and Support Services. See contact information above or go to <https://inside.ewu.edu/sass/new-students/>.

To request these materials in an alternate format, or to request an interpreter or other accommodation during the disability accommodation process, please contact the Benefits Office, 509-359-4300, Washington State Relay Service: Voice callers: 1-800-833-6384, or mjasmer@ewu.edu.