

STUDENT AFFAIRS & ENROLLMENT MANAGEMENT DISABILITY PROGRAMS AND RESOURCE CENTER

1600 Holloway Avenue, SSB 110 | San Francisco, CA 94132 Office: 415/338-2472 | Video Phone: 415/335-7210 | Fax: 415/338-1041 Email: dprc@sfsu.edu | Web: https://access.sfsu.edu/

EMPLOYMENT ACCOMMODATION REQUEST FORM

The following information is needed if you wish to make a formal request for a specific employment related accommodation. All requests are treated as confidential information and will be considered on a case-by-case basis. Reasonable accommodations are defined as those changes or adaptations necessary for employees with qualifying disabilities to perform essential job functions. As an employer, San Francisco State University is responsible for providing reasonable accommodation, in accordance with provisions contained in the Americans with Disabilities Act (ADA) as amended, Section 504 of the Rehabilitation Act, and the Fair Employment and Housing Act (FEHA).

In most cases, you will be asked to provide documentation of your disability from a qualified medical professional. DPRC may also request a copy of your position description of record in order to determine with you which essential functions need accommodating. For more information go to: https://access.sfsu.edu/eas

Date of Request:

A. Contact Information							
Name			Employee ID				
Phone	Work Phone		E-mail				
Preferred Method of Contact (check a	all that apply)	Phone	Work	Phone	e-mail		
Special Instructions: (e.g., do not leave messages on work phone, etc.)							
B. Employee Information							
Current Work Schedule							
Employment Status (mark one choice in each of the three categories):							
Part-time Full-time a	and	Exempt	Non-Exempt	and	Staff	Faculty	
Job Title							
Department			Building/Roo	om			
College/Division							

MPP of Record (administration	n member that you report to)			MPP Email			
Day-to-day Supervisor/Wo	rk Lead *		Work	Lead Email			
* Please note: If you are supervised directly by your MPP of Record, you may not have a work lead.							
C. Employment Accommodation Request Information							
State and describe the reas	ons why you are reques	ting accommodation	(s) (i.e., limitation	ns, impairments,	, restrictions, injuries)		
Disability Duration: (Chec	ck One) Temporar	y Permane	ent				
Have you requested accom	ımodations from your d	irect supervisor? γ	'es	No			
If Yes, with what result / re	esponse:						
Have you applied for or usi Resources such as Non- Ind Leave (FML), etc.? If yes, please state which p	ustrial Disability Insuran	_			es No		
Do you have an open or	pending Worker's Con	npensation claim for	this/these cond	dition(s)?			
Yes	No	My claim is complete	ed or closed				
If your claim is completed, please state any modifications/accommodations you receive through Worker's Compensation							

Under the ADA, a disability is a "Physical or Mental Impairment that substantially limits one or more of the major life activity of such individual." Major life activities are such functions as performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list of major life activities is meant to be illustrative rather than exhaustive.

What limitations are affecting your ability to perform your job?	
Per your position description, what job duties are impacted?	
rer your position description, what job duties are impacted:	
What accommodations would enable you to do your job?	
Are there accommodations you have used in the past or are currentl	y using?
*Please note that your request, if approved, will be finalized via a interactive accommodation meeting with you and your manager	
Employee's signature:	Date

Please provide any medical or professional verification(s) of disability to the Disability Programs and Resource Center, Employee Accommodations, Student Services Building Room 110. For additional information or clarification, contact (415) 338-2377 or dprcemp@sfsu.edu. Website: https://access.sfsu.edu/eas

Keep a copy of this form for your records

This form must be completed and submitted to DPRC office (not HR)