

Interactive Process

1. Employee requests reasonable accommodation(s) under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). To initiate the process, employee contacts the EO/AA Officer at (219) 785-5545 or Schwarz Hall 25C.
2. Employee meets with EO/AA Officer. During this meeting the following will occur:
 - EO/AA Officer explains the interactive process to the employee;
 - Employee completes the Reasonable Accommodation Request Form; and
 - Employee completes the Authorization for Use, Disclosure or Release of Protected Health Information and Medical Records for Evaluation Under the Americans with Disabilities Act Form
3. EO/AA Officer faxes to the employee's health care provider(s) the following:
 - Authorization for Use, Disclosure or Release of Protected Health Information and Medical Records for Evaluation Under the Americans with Disabilities Act Form;
 - Employee's Position Description; and
 - Health Care Provider Evaluation Form
4. The health care provider completes the Health Care Provider Evaluation Form and returns to the EO/AA Officer.
5. EO/AA Officer determines if the employee is an individual with a disability by reviewing the evidence provided on the Health Care Provider Evaluation Form and by making a decision if the employee has an impairment and if the impairment substantially limits a major life activity as defined in the ADA requirements.
6. If the outcome is the individual does not have a disability per the ADA, then the EO/AA Officer communicates this in a letter to the employee and no further action is taken.
7. If the outcome is the employee is an individual with a disability, then the EO/AA Officer, employee, and supervisor meet to discuss possible reasonable accommodations. Once the accommodations have been identified, the EO/AA Officer communicates this in letters to the supervisor and employee and the accommodations are implemented.