



## **EMPLOYEE REQUESTS FOR ACCOMMODATION PROCEDURE**

### **(HUM-P042)**

Clarksville-Montgomery County School System

#### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for employees to request an accommodation for a disability or for medical needs arising from pregnancy, childbirth or related medical conditions.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

#### **2.0 RESPONSIBILITY:**

- 2.1 Chief Human Resources Officer (CHRO)  
2.2 General Counsel

#### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resources Officer

#### **4.0 PROCEDURE:**

- 4.1 Employees requesting an accommodation for a disability or who have medical needs arising from pregnancy, childbirth or related medical conditions contact the Human Resources Department to receive instructions to begin the process. Principals/supervisors receiving information that an employee may have an accommodation request should refer the matter to the CHRO or General Counsel.
- 4.2 For employees requesting an accommodation for a disability, the Human Resources Department provides employee with ADA Accommodation Medical Certification ([HUM-F067](#)) and a copy of the employee's job description. If an employee's accommodation request includes the use of a service animal, the employee also must complete [HUM-F103](#) and must review [HUM-P043](#).

For employees requesting an accommodation related to medical needs arising from pregnancy, childbirth, or related medical condition, the Human Resources Department may request the employee provide medical certification from a healthcare provider related to the accommodation request.

- 4.3 The employee provides [HUM-F067](#) and a copy of the job description to his/her health care provider.
- 4.4 The employee with disability or provider returns completed [HUM-F067](#) form to CHRO or General Counsel. The employee requesting an accommodation related to pregnancy or childbirth medical needs provides requested medical certification to CHRO or General Counsel.
- 4.4.1 Human Resources representative reviews and may request clarifying or additional information from employee.
- 4.5 After receipt of the completed [HUM-F067 or medical certification for pregnancy or childbirth related medical needs](#), a Human Resources representative schedules a meeting with the



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employee and his/her supervisor(s) to engage in an interactive process to determine what accommodation(s), if any, would be reasonable and appropriate.

4.5.1 Human Resources representative may request clarifying or additional information.

4.5.2 Human Resources representative may schedule additional meetings if deemed necessary.

4.6 Human Resources representative provides summary of interactive meeting(s) to employee and supervisor(s).

### 5.0 ASSOCIATED DOCUMENTS:

5.1 [HUM-P043](#) Service Animal Procedure

5.2 [HUM-F067](#) ADA Accommodation Medical Certification

5.3 [HUM-F103](#) Service Animal Request Form

5.4 Tennessee Pregnant Workers Fairness Act, T.C.A. 10-50- 101, et. seq.

### 6.0 RECORD RETENTION TABLE:

| <u>Identification</u>                   | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|---|----------------|------------------|--------------------|-------------------|
| Service Animal Request Form             | Personnel file | Indefinite       | N/A                | Secure Building   |
| ADA Accommodation Medical Certification | Personnel File | Indefinite       | N/A                | Secure Building   |
| Other medical certification             | Personnel File | Indefinite       | N/A                | Secure Building   |

### 7.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 6/1/18       |             | Initial Release   |
| 4/16/21      | A           | Removed "Human Resources" from the General Counsel's title throughout.  |
| 5/11/21      | B           | Added references throughout to include medical circumstances arising from pregnancy, childbirth, or other related medical issues. |
| 4/18/23      | C           | Add: Tennessee Pregnant Workers Fairness Act, T.C.A. 10-50- 101, et. seq.   |

**\*\*\* End of Procedure \*\*\***