TEXAS A&M UNIVERSITY VICTORIA

Standard Administrative Procedure (SAP)

08.01.02.J0.01 Reasonable Workplace Accommodation

Approved: September 4, 2026
Next Scheduled Review: September 4, 2031

Procedure Summary

Texas A&M-Victoria University (A&M-Victoria) is committed to providing equal access and opportunity to employees, students, applicants for employment and admission, and others with disabilities in compliance with the American Disabilities Act (ADA), as amended. A&M-Victoria will also provide reasonable accommodation for sincerely held religious beliefs in accordance with the Texas Labor Code, and/or for employees who qualify under the Pregnancy Discrimination Act of 1978 and Section 7(r) of the Fair Labor Standards Act, if the requested accommodation does not constitute an undue hardship. This SAP details the requirements for employees to request reasonable accommodation and engage in the interactive process.

Definitions

Definitions related to the ADA and reasonable accommodations are contained in System Regulation 08.01.02, Civil Rights Protections for Individuals with Disabilities.

Qualified Individual – defined in System Regulation 08.01.02.

Procedure

1. EMPLOYEE ELIGIBILITY

   1.1 To be eligible for reasonable accommodation, an employee must be a Qualified Individual and submit a request for reasonable accommodation as specified in this procedure.

2. RESPONSIBILITIES

   2.1 The Director of Human Resources is responsible for receiving requests for reasonable accommodation from current employees and applicants for employment, assesses the reasonable accommodation requests, engages in the interactive process with employees and applicants, works with supervisors to ensure accommodations approved are reasonable, implemented, and working as planned.

   2.2 Applicants for employment are responsible for notifying the Director of Human Resources if a modification or accommodation is needed during the hiring process.

2.2.1 Employees are responsible for notifying their supervisor and the Director of Human Resources of the need for a modification or accommodation related to medical conditions. They must also notify their supervisor and the Director of Human Resources of any changes in their medical condition that further affects their ability to perform the essential functions of their job, or any changes in the effectiveness of job modifications or accommodation provided.

3. SUBMITTING THE REQUEST FOR ACCOMMODATION:

3.1 Non-Employees (Students, Applicants, Volunteers, and Visitors)

3.1.1 Non-employees submit a request for reasonable accommodation to the following people, as applicable:

3.1.1.1 Applicants: Applicants should contact the Human Resources Office at HR@tamuv.edu or 361-570-4801

3.1.1.2 Students: Students should contact Accessibility and Accommodations Office at DisabilityServices@tamuv.edu or 361-570-4287

3.1.1.3 Visitors: Visitors (unrelated third parties) should contact the university sponsor of the event/activity

3.1.1.4 Volunteers: Volunteers should contact the Department Head or Unit Head in the area where they are volunteering

3.2 Employees

3.2.1 Faculty and staff should submit requests for reasonable accommodation to their supervisor or the HR Director as directed below

4. PROCEDURE FOR EMPLOYEES

4.1 Requesting reasonable accommodation

4.1.1 Employees must submit the request for workplace accommodation either in writing or verbally to the employee's supervisor or HR Director. For ADA related accommodation, the following documentation is needed to support each reasonable accommodation request:

4.1.1.1 ADA and Other - Request for Accommodation Form

4.1.1.2 For ADA requests: Medical Certification Form or if the employee elects to not use this form, the medical provider must submit written documentation that includes the same information as requested on this form. This information must be complete and provide clear information so that the request may be properly evaluated. Employees needing assistance with completing forms may contact their supervisor, or HR Office.

4.2 Interactive Process

4.2.1 The HR Director must engage in discussions with the employee regarding the accommodation requested, essential job duties, functional limitations included in the documentation, range of possible accommodation, etc.

4.3 Assessment of a Reasonable Accommodation Request

4.3.1 Once the completed ADA and Other - Request for Accommodation Form and the Medical Certification Form (if needed) (noted in section 4.1), or other acceptable documentation is received, the HR Director and supervisor will:

4.3.1.1 Engage in the interactive process with the employee;

4.3.1.2 Review the documentation to determine if the requested accommodation is reasonable;

4.3.1.3 Work with supervisor to review accommodations requested and/or any alternate accommodations;

4.3.1.4 If the employee or medical provider submits incomplete or unclear documentation, the HR Director will draft clarifying questions for the medical provider. Human Resources will then contact the medical provider and ask the questions or request the employee to submit the questions to the medical provider for completion; and

4.3.1.5 Human Resources reserves the right to request a second opinion from a medical provider selected by the University.

4.4 The following factors will be considered in determining whether to grant an accommodation:

4.4.1 Is the employee a person with a Disability as defined by System Regulation 08.01.02;

4.4.2 Is the employee a Qualified Individual with a disability as defined in System Regulation 08.01.02;

4.4.3 Does the information submitted establish a link between the disability and the accommodation requested;

4.4.4 What is the extent that job functions are limited by the individual's disability;

4.4.5 What are the essential and non-essential functions of the employee's current job;

4.4.6 What is the range of options available to accommodate the disability;

4.4.7 Will the requested accommodation be effective in allowing the employee to perform the essential functions of their current position;

4.4.8 Will alternate accommodation be effective in allowing the employee to perform the essential functions of their current position;

4.4.9 Will providing accommodation that allows the employee to perform the essential functions of their current job create an undue hardship for the University;

4.4.10 Does the accommodation pose a direct threat to the employee or others; and

4.4.11 Any other factors relevant to the determination

4.5 Determination of accommodations and notice

4.5.1 HR will determine the effective accommodation(s).

4.5.2 If an accommodation is granted, the HR Director will fill out an ADA and Other - Accommodation Summary & Response Form and notify the employee, the employee's supervisor, and others in need of this information in writing. Notifications should include what accommodation has been granted and when the accommodation(s) is expected to be provided. The department and supervisor will take the necessary steps to put the accommodation in place and are responsible for funding the accommodation.

4.5.3 If accommodation is going to be denied, the HR Director will obtain approval of the denial from the System ADA Coordinator before a written determination is issued by the department to the employee.

4.5.3.1 HR Director will submit an ADA and Other - Accommodation Summary & Response Form to the System ADA Coordinator for review. This review may result in a request for Human Resources to re-evaluate the requested accommodation or consider other alternate accommodations.

4.5.3.2 Denials of the requested accommodation will be approved by the ADA Coordinator under circumstances including, but not limited to, the following:

4.5.3.2.1 The requested accommodation poses an undue hardship on the operations of the University;

4.5.3.2.2 The requested accommodation is a personal item which is used for accomplishing daily activities both on or off the job (examples prosthetic limbs, wheelchairs, hearing aids);

4.5.3.2.3 The requested accommodation would require eliminating or changing the essential functions of the employee's current job;

4.5.3.2.4 The employee failed to participate in the interactive process, to provide or release medication information needed to make the accommodation determination, or to submit other information as needed by the University;

4.5.3.2.5 The requested accommodation will not enable the employee to perform the essential functions of their job;

4.5.3.2.6 The requested accommodation or the employee's use of that accommodation would result in a direct threat to the health and safety of the employee or others;

4.5.3.2.7 There is no known accommodation which would allow the employee to do the essential functions of the job; and/or

4.5.3.2.8 The requested accommodation is not supported by the medical documentation.

5. RECORDKEEPING AND REPORTING

5.1 ADA related documentation, forms and all medical records related to any request for accommodation will be maintained in the employee's confidential ADA file.

5.2 Other requests for accommodation will be maintained in the employee's personnel file.

6. COMPLAINTS

6.1 Complaints alleging illegal discrimination, harassment, or related retaliation will be handled in accordance with provisions of System Regulation 08.01.01, Civil Rights Compliance and associated University Rules and SAPs.

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. 2 Civil Rights Protections for Individuals with Disabilities and Certain Other Employees
- University Rule 08.01.01.J.1 Civil Rights Compliance

Forms

Please use the following link to access the general HR forms:

- ADA and Other Request for Accommodation Form
- ADA and Other Accommodation Summary and Response Form
- ADA Medical Certification Form
- ADA and Other- Accommodation Discussion Notes Form

Contact Office

Human Resources
361-570-4801