

Hobart and William Smith Colleges
Office of Human Resources
Accommodations Request Form

This request form will not be placed in your employment record file and will be treated as confidential in accordance with the Americans with Disabilities Act (ADA) as amended and New York Human Rights Law (NYHRL).

If you have any questions or concerns regarding this form, contact the Associate Vice President Human Resources, Tabatha Spinner, at HR@hws.edu or 315-781-3312.

To be completed by the employee

Date: _____

Name: _____

Job Title: _____

Department: _____

Supervisor: _____

How would you prefer to be contacted?

Work Phone : _____

Personal Phone: _____

Email Address: _____

Accommodation Request

What type of accommodation are you requesting?

- Modified work schedule
- Removal of communication Barrier
- Removal of architectural barrier
- Job Restructuring
- Reassignment
- Change in procedure
- Purchase of assistive services
- Purchase of assistive device
- Other _____

Please describe the accommodation requested: (attach additional sheets of paper if needed)

Please explain the reason that you believe that you need this accommodation.

I understand that a review of my disability status may be required, and I agree to cooperate fully in this process. I further understand that if my request is granted, I am obligated to report any changes in my disability status which may require re-evaluation of this request. Granting of this request does not signify approval of any future reasonable accommodation for any other position at the Colleges.

Employee signature

Date

Medical Certification

To be completed by physician

Date: _____

Physician Name: (Please Print) _____

Area of Specialty: _____

Phone: _____ Address: _____

Patient Diagnosis/Condition.

Describe the functional limitation(s).

Is the medical condition expected to be temporary? Yes No

If yes, please state the expected duration. _____

Suggested Accommodations.

Physician signature

Date

Return this form via secure email to HR@HWS.edu or to: Tabatha Spinner, Associate Vice President Human Resources, Hobart and William Smith Colleges, 451 Pulteney St., Geneva, NY 14456. For question call 315-781-3312 or email HR@HWS.edu.