

Employee ADA Accommodation Request

The University of West Georgia is an equal employment opportunity employer, which ensures equitable employment practices in all matters related to the Americans with Disabilities Act. Prospective and current employees seeking a reasonable work accommodation should read this entire memo and reach out to your Supervisor (current employees only) or Human Resources, by phone at 678-839-6403, visiting the office located at 1601 Maple Street, Carrollton, Georgia 30118 in Aycock Hall, or by completing the [ADA Accommodation Request form](#) and submitting it through this online site. (Employer initial response time will not exceed 24 hours from receipt of request)

Steps for accommodation request:

1. Prospective/current employee request for reasonable accommodation with Supervisor/Human Resources.
2. Supervisor and/or Human Resources review request (estimated 1-3 business days, expedited review available as needed)
 - a. No documentation required, optional [Employee ADA Accommodation Request form](#) available for online request. Supporting information may be requested upon full review of claim.
3. Accommodation approved or request denied.
4. Employee appeal (if applicable.) See university appeal process via [this link](#).

For additional information on reasonable accommodations please click on the links below:

USG: http://www.usg.edu/hr/manual/americans_with_disabilities_act

DOL: <http://www.eeoc.gov/laws/statutes/ada.cfm>

EEOC: <http://www.eeoc.gov/policy/docs/accommodation.html#types>