



PERALTA COMMUNITY COLLEGE DISTRICT

Office of Risk Management

Date: October 17, 2011
To: All PCCD Managers
From: Greg Valentine, Risk Manager
Subject: **Request for an Accommodation based on a Disability**

When an employee inquires or presents a request for an accommodation, the enclosed package is to be provided to the employee. Peralta has an affirmative obligation to make reasonable accommodations for disabled employees. The specific words “accommodation” or “disability” do not have to be stated for this obligation to be invoked.

Attached are the following required items:

- Memo to be sent from the first-level manager to the employee requesting accommodation;
- Part A – Employee Request form;
- Part B – Health Care Provider form;
- Authorization for Release of Medical Information form;
- Reasonable Accommodation Approval form

Completed Forms Part A and Part B, along with the Authorization for Release of Medical Information Form, should be forwarded to the Office of Risk Management. The Office of Risk management will approve all accommodation requests after review by appropriate managers which may include the Chancellor, College President, and Vice Chancellors.

If the accommodation involves an expenditure of funds, the requesting office is expected to pay 50% of the first \$10,000 of each accommodation request within a given fiscal year. Once this obligation is met, the District Office bears all remaining costs.

Accommodation requests for employees with disabilities must be submitted annually. Prior year approvals are no guarantee of future approvals. Colleges should **not** spend money prior to a District Office approval if reimbursement is expected through this process.

If you or the requesting employee has any questions about Peralta’s obligations or the review and approval process, please contact the Office of Risk Management at extension 7247 for information and assistance.

Attachments