

4050P Reasonable Accommodations Procedure

Northland hereby adopts Minnesota State procedure as Northland procedure:
[Minnesota State - System Procedure 1B.0.1 Reasonable Accommodations in Employment \(minnstate.edu\)](#)

Date of Adoption: 2/8/07

Date of Implementation: 2/8/07

Date & Subject of Revisions: 3/21/16 updated names/titles

1/22/20 updated names/titles

Date & Subject of Revisions: 3/20/24 linked directly to Minnesota State procedure.

EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

This information will be used by _____ or any other person, including the agency's legal counsel, who is authorized by my employer to handle medical information for ADA/MHRA purposes and any information concerning my physical or mental condition, that are necessary to determine whether I have a disability as defined by the Americans with Disabilities Act and/or the Minnesota Human Rights Act, and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary; however, if you refuse to provide it, your employer may refuse to provide reasonable accommodation.

Employee Name	Classification & Working Title	Date of Request
College/Campus	Statement of Limitations (Attach medical statement if requested by manager.)	
<i>Attach additional sheets if necessary.</i>		
1. Type of accommodation requested to perform essential functions of your job:		
2. Which essential function(s) of your job will the requested accommodation allow you to perform?		
3. Why is the requested accommodation necessary to perform the essential job function(s). How will the accommodation be effective?		
4. Have any non-essential job functions been eliminated? Please describe.		
Additional Explanation:		
<i>I have read the employee's request for reasonable accommodation. I understand that all tangible accommodations purchased by the college will become the property of the State of Minnesota. I understand that future circumstances may cause this agreement to be changed or canceled.</i>		
Signature of Employee	Date	
<i>It is MnSCU and Northland's policy to ensure that the selection process is accessible to all candidates. Please contact the Human Resources Office at (218) 683-8630 to obtain these materials in an alternative media and/or to request reasonable accommodations during the selection process.</i>		

Please print or type this page of form and submit to Human Resources Office.