

# ESSEX COUNTY COLLEGE REASONABLE ACCOMMODATION REQUEST FORM

Name \_\_\_\_\_ Employee ID \_\_\_\_\_ Date    /   /     
Job Title \_\_\_\_\_ Department \_\_\_\_\_

## A. QUESTIONS TO CLARIFY ACCOMMODATION REQUESTED

What specific accommodation are you requesting and the time requested? Start Date:    /   /     
End Date:    /   /   

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? If yes, please explain. Yes  No

Is your accommodation request time sensitive? If yes, please explain. Yes  No

## B. QUESTIONS TO DOCUMENT THE REASON FOR ACCOMMODATION REQUEST

What, if any, job function(s) are you having difficulty performing?

What, if any, employment benefit(s) are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation? Yes  No   
If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

## C. OTHER

Please provide any additional information that might be useful in processing your accommodation request.

Signature \_\_\_\_\_ Date    /   /

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## D. REPORT POSSIBLE VIOLATIONS TO

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In accordance with the requirements of Title VI: 34 C.F.R. § 100.3, (Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and other federal, state and local laws, and in accordance with our values, Essex County College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sexual orientation, age, pregnancy, disability, or sex, gender identity or expression, in the administration of any of its services, educational programs and activities or in its hiring or employment practices.

### Report possible violations to:

#### **Title IX**

#### **Karen Bridgett, Title IX Coordinator/AAO**

Associate Director, Department of Human Resources

(973)-877-3461

[bridgett@essex.edu](mailto:bridgett@essex.edu)

#### **504 Coordinator**

#### **Phyllis Walker**

Assistant Director, Financial Aid

(973) 877-3173

[walker@essex.edu](mailto:walker@essex.edu)

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## E. RETURN THIS FORM TO

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#### **Human Resources**

Main Campus 5<sup>th</sup> Floor, Room 5100

(973) 877-3413

[hr@essex.edu](mailto:hr@essex.edu)