

Workplace Accommodation Disability Documentation Guidelines

The disability documentation submitted by a Texas State employee should be from a medical professional qualified to diagnose and manage the condition for which accommodations are being requested. The documentation must be recent enough to sufficiently describe how the disability currently affects the individual, and should include the following:

- a. a description of the nature, severity, and duration of the employee's impairment;
- b. the activities that the impairment limits;
- c. the extent to which the impairment limits the employee's ability to perform the activities;
- d. a detailed statement of why the requested accommodations are needed; and
- e. any other information that might assist the employee and the university to determine whether the employee has a disability and, if so, an appropriate accommodation.

In addition to the above, the medical professional may recommend accommodations for the individual's disability. The Americans with Disabilities Act (ADA) Compliance Coordinator, in conjunction with disability specialists such as staff from the Office of Disability Services (ODS) and Medical Professionals from the Student Health Center as needed, will determine eligibility for workplace accommodation based on the documentation provided.

ADA Compliance Coordinator: All requests for workplace accommodations are reviewed on a case-by-case basis and the documentation guidelines are implemented at the discretion of the ADA Compliance Coordinator.