

<b>BEVILL STATE COMMUNITY COLLEGE</b> <b>ADA/504 EMPLOYEE FACT SHEET AND ACCOMMODATIONS REQUEST FORM</b>
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Bevill State Community College, whose mission is to provide the citizens of the west-central Alabama area with educational opportunities that enrich their lives intellectually, culturally, and economically, fully supports and seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The College strives to create a welcoming environment for all and will work in good faith to meet the needs of persons with special needs. The College endeavors to provide opportunities for success, with as few deterrents as possible to students, employees, and citizens of the communities located in the College's service area.

The following procedures are in place to assist employees with needs for accommodation: If assistance is desired, employees are encouraged to contact Mary Kinard, Director of Human Resources and ADA/504 Coordinator for employees (Jasper Campus, Extension 5784), to discuss any accommodation needs. Completing and submitting the form below to the ADA/504 Coordinator begins the accommodations request process, and allows the Coordinator to make requests on the employee's behalf. Disclosure of disability is voluntary.

Employee Name: \_\_\_\_\_ Employee ID \_\_\_\_\_

Campus Location: \_\_\_\_\_ Extension \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_

Documentation of disability may be required. If so, such documentation will be maintained in a confidential file separate from the employee's personnel record.

- **Questions to clarify accommodation reason and request: Please use a separate sheet for your responses and attach it to this form.**

1. What specific accommodation are you requesting?
2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?
3. Is your accommodation request time sensitive?
4. What, if any, job function are you having difficulty performing?
5. What, if any, employment benefit are you having difficulty accessing?
6. What limitation is interfering with your ability to perform your job or access an employment benefit?
7. Have you had any accommodations in the past for this same limitation? If so, please explain.
8. If you are requesting a specific accommodation, how will that accommodation assist you?

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

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

Please send this form and any attachments to: Mary Kinard Director of Personnel Services, Jasper Campus.
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*It is the policy of the Alabama State Board of Education and Bevill State Community College, a postsecondary institution under its control, that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment. OSS6/02.*