

# Accommodations Guide

## WHAT IS THE ACCOMMODATIONS PROCESS?

Staff and faculty are covered by ADA (Americans with Disabilities Act) law. The MCAD accommodation process is how the college documents, determines, and protects accommodations.

## WHY SHOULD I GO THROUGH THE ACCOMMODATIONS PROCESS?

The accommodations process provides employee and institutional protection, and ensures continuity of care for the employee and department.

## STEP-BY-STEP GUIDE

- ① Employee completes ADA Form (found on the MCAD Intranet or by emailing the Senior Director of HR).
  - Doctor's note at this state is encouraged but not required.
- ② Employee emails Senior Director of HR.
- ③ Employee meets with Senior Director for further process walk through. Documentation may be required at this point depending on request.

- ④ Senior Director of HR meets with employee's supervisor regarding accommodation request.
  - Disability and other personal information will not be disclosed.
- ⑤ Senior Director of HR sends written version of the recommended accommodation to employee and supervisor.
- ⑥ Employee, supervisor, and Senior Director of HR meet to review together.
- ⑦ Senior Director of HR checks in with employee and supervisor after 30 days.
- ⑧ Senior Director of HR checks in quarterly with employee and supervisor quarterly moving forward.

## MORE INFORMATION

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