

Date: 12/8, 2017

Pursuant to the Americans with Disabilities Act, Logos Evangelical Seminary will provide, upon request, reasonable accommodation to a qualified employee with a disability to allow him/her to perform the essential functions of his/her job, unless the accommodation would create an undue hardship for Logos. Essential functions are the tasks that are fundamental to the job. Reasonable accommodation can be considered as the logical adjustment to a job or work environment that enables a disabled person to perform his/her job.

Requesting Reasonable Accommodation:

1. To request reasonable accommodation, the employee must communicate his/her need to his/her supervisor either written or verbal. The request must provide the following information:
 - a. The type of accommodation requested;
 - b. A description of how the accommodation will allow the individual to perform the essential functions of his/her job.
2. The employee should send the medical documentation directly to Human Resource.
 - a. A description of the disability and its limitation. For example, if “no prolonged sitting” is requested, the medical statement should specify how long and under what circumstances the employee can sit.
 - b. The anticipated duration of the functional limitation (e.g. temporary or permanent).
 - c. State the accommodation and describe how it will help the employee to perform his/her essential job duties.
 - d. The medical documentation must be written/typed in English on the official letterhead stationary of the health professional or health professional’s organization. It must be signed and dated by the health professional.

Approving Process:

1. The employee is not automatically entitled to the accommodation he/she requests.
2. The decision to grant or deny a request for accommodation will be made only after receiving all information stated above.
3. The Finance and Administration Department will evaluate each reasonable accommodation request on a case-by-case basis. Our budget guidelines are spending \$200 for chair/support and \$200 for desk/riser.