EMPLOYEE'S REQUEST FOR ACCOMMODATION

SECTION 504 CONFERENCE REPORT

En	nployee:	Date of Conference:				
Po	sition:	Supervisor:				
<u>Co</u>	Considering the employee's impairment and job duties					
1.	What are the duties of the employee's current job	b?				
2.	Describe specifically the employee's physical or	· mental impairment.				
3.	What does the medical documentation say about the essential functions or duties of his/her job? on the employee's performance of his/her job du	What restrictions, if any, has the medical provi				
4.	What else does the employee say about how the duties or functions?	impairment affects his/her ability to perform e	essential job			

5.	What major life activities of the employee are substantially limited by the impairment? The employee should explain each such activity and how it is affected by the impairment.
6.	To what extent are these effects mitigated by corrective measures (e.g., medication, glasses, hearing aids, insulin)?
Co	nsidering possible accommodations
7.	On the next page, list the accommodations the employee is requesting. Add to the list alternative accommodations the Committee can think of that could enable the employee to perform the essential functions or duties of his/her job.
8.	The Committee should assess the effectiveness and impact of each suggested accommodation. Effectiveness means how well it solves or contributes to solving the problem. Impact means what are the costs and consequences for students, coworkers, etc. Based on effectiveness and impact, is the proposed accommodation reasonable?



Possible Accommodation	Comments
BUTLER	
BUTLER UNIVERSITY	

Accommodations

9.	•	will the University provide? (The University can agree to provide use accommodation is required by law or because accommodation
10.	When will the accommodation end or be	reviewed in a follow-up conference?
11.	If this process could not be completed be who has responsibility for getting it, and	ecause of insufficient information or documentation, what is needed, when will the Committee reconvene?
	I agree to the accommodations set out I agree that this accurately reports the	e discussion and conclusions of the conference.
Em	ployee	Date
Em	ployee's Comments:	
2.	Other Participants (signature denotes att	endance):
Sup	pervisor	Other
Hu	man Resources	Other
Oth	ner	Other
Otł	ner	Other
E	BUTLER	



