

**REQUESTING ACCOMMODATIONS AND DETERMINING ELIGIBILITY PROCEDURES**

**PROCEDURES**

Long Island University is committed to fostering an inclusive workplace that supports employees with disabilities by providing reasonable accommodations in accordance with applicable laws. This policy outlines the process for requesting accommodations, the responsibilities of employees and the Human Resources (HR) Department, and the framework for addressing accommodation needs.

**Requesting Accommodations**

Employees seeking a reasonable accommodation should contact the Director of Benefits in LIU's Office of Human Resources or email [benefits@liu.edu](mailto:benefits@liu.edu). Contact information for the Director of Benefits on LIU's Human Resources may be found on the University website. Upon receiving a request, LIU will provide the necessary forms and instructions to evaluate an accommodation request. These forms help LIU assess the nature, severity, and duration of the impairment, as well as decide what accommodations may help an employee perform the essential functions of their position. The documentation provided should be current and sufficient to allow Employee Benefits to determine eligibility for the requested accommodation.

Accommodation needs may arise unexpectedly, and employees should submit requests as soon as they become aware of the need. Faculty Members who require teaching accommodation should, whenever possible and if the need for the request is foreseeable, submit their requests before class assignments are made for the upcoming semester. This allows HR to evaluate the request and ensure that the accommodation aligns with teaching schedules and assignments. Faculty members must submit a new request for each semester they need teaching accommodations.

**Interactive Process**

Once a request is submitted, the Director of Benefits will review the documentation and engage in an interactive process with the employee to better understand the impairment and explore reasonable accommodation options. This process is collaborative and involves brainstorming and evaluating potential solutions to support the employee in performing the essential functions of their role. To facilitate this evaluation, LIU may consult with relevant personnel or professionals as needed, while, to the extent possible, maintaining confidentiality.

**Accommodation**

LIU is not required to remove or modify the essential functions of a job as part of a reasonable accommodation. Essential functions refer to a fundamental job function that an employee must be able to perform and cannot be eliminated without fundamentally altering the nature of the job. While LIU will consider the employee's preferences, it is not obligated to provide the specific accommodation requested if another effective solution exists. LIU will work collaboratively with the employee to identify an accommodation that is effective, reasonable, and does not impose an undue hardship on the University.

**Approval**

Only Employee Benefits and HR are authorized to evaluate and respond to requests for healthcare-related accommodations. Supervisors or other employees are not permitted to handle or approve such requests. LIU is committed to providing reasonable accommodations that enable qualified individuals with disabilities to perform the essential functions of their jobs, provided such accommodations do not impose an undue hardship on the University.