



Medical College of Georgia
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Accommodation for Employees with Temporary Disability

Policy 3.05

Volume 3 AA/EEO
Chapter 5 Accommodation for
Employees with Temporary
Disability
Responsible Office: AA/EEO
Originally issued: 9/2/1998
Revised 2/15/05

Policy Statement

This policy is to establish procedures for qualified employees who have a temporary disability for which they request temporary accommodations. Temporary accommodations will be reviewed on a case-by-case basis by the requesting employee's department head, and recommendations will be made to the AA/EEO office. The AA/EEO office must be notified of the temporary accommodations using the appropriate form.

Reason For Policy

The Medical College of Georgia recognizes that employees with a temporary disability can be productive employees. Therefore, the Medical College of Georgia will attempt to temporarily accommodate all such employees when requested, if the requests are deemed reasonable.

Entities Affected By This Policy

All employees of the Medical College of Georgia who have a temporary disability and who request temporary accommodations for that disability are covered by this policy.

Who Should Read This Policy

All employees of the Medical College of Georgia should be aware of this policy. All employees who are involved with the management of other employees must be aware of and follow this policy.

Contacts:

Contact	Phone	e-mail/URL
Director AA/EEO Office	706-721-7782, CJ 2117	sowalker@mcg.edu
AA/EEO Specialist	706-721-7782, CJ 2117	eeo@mcg.edu http://www.mcg.edu/aaceo/staff.htm

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p305.pdf>

Related Documents

Form EEO-MSTA, Medical Status for Temporary Accommodations
<http://www.mcg.edu/policies/pdf/eeomsta.pdf>

Overview

The Medical College of Georgia recognizes that employees with a temporary disability can be productive employees. Therefore, the Medical College of Georgia will attempt to temporarily accommodate all such employees when requested, if the requests are deemed reasonable.

Process/Procedures

When an employee suffers a temporary disability, he/she can request for temporary accommodations by completing the request form (EEO-1). The completed form should be reviewed with his/her immediate supervisor and forwarded to the department head for review and approval. If approved, the department head must notify the AA/EEO Office of the accommodation using form EEO-MSTA (Medical Status for Temporary Accommodations), and a copy must be sent to the Division of Human Resources. In the event that the requesting employee and his/her department cannot agree on temporary accommodations, where possible, the request may then be appealed to the AA/EEO Officer. The AA/EEO Officer, through an internal review process, will have final approval or disapproval. The department head, the requesting employee, and Division of Human Resources will be notified of the decision made by the Director of the AA/EEO office.

Responsibilities

The responsibilities each party has in connection with ARSA Policy 3.05, Accommodation for Employees with Temporary Disability, are:

Director AA/EEO Office	Make final decision regarding temporary accommodation, if approved by department head. If disapproved by department head, conduct appeal process and make final decision regarding approval or disapproval.
AA/EEO Specialist	
Department Head	Receive initial request from employee with temporary disability, and approve or disapprove the request. Forward the decision and appropriate forms to AA/EEO Office and Division of Human Resources.
Employee with temporary disability	Request temporary accommodation from department head using form EEO-1.

Forms

Form EEO-MSTA, Medical Status for Temporary Accommodations
<http://www.mcg.edu/policies/pdf/eeomsta.pdf>