How do employees request a workplace accommodation at UNC Charlotte?

Tell Me

1. To request a reasonable accommodation, an employee should submit an Accommodation Request Form to their supervisor or a member of the Employee Relations staff in the Human Resources Department.
2. Personnel Information Memorandum (PIM) 50, Reasonable Accommodation, https://hr.uncc.edu/pims/reasonable-accommodation, is available to assist qualified UNC Charlotte employees and/or applicants with disabilities in requesting reasonable accommodations related to position responsibilities.
3. This procedure applies to all qualified applicants and university employees with disabilities.
   a. Including SHRA and EHRA employees who are in assignments considered part-time, full-time, probationary, career status, adjunct, or temporary (which includes student employees).
4. Employees who need assistance in requesting an accommodation should contact the Employee Relations Unit for assistance.

Related FAQs

- What is accessibility?
- Do employees have to provide verification of disability if asking for a workplace accommodation?
- Who will receive information about my health condition and/or my request for a workplace accommodation?
- What steps do supervisors take when an employee asks for an accommodation?
- What if my condition is not considered a disability under the ADA?