What steps do supervisors take when an employee asks for an accommodation?

Tell Me

1. Supervisors should refer the employee to Personnel Information Memorandum (PIM) 50, Reasonable Accommodation, [https://hr.uncc.edu/pims(reasonable-accommodation)](https://hr.uncc.edu/pims(reasonable-accommodation))
2. Have employees submit an Accommodation Request Form outlining their need for accommodation
3. Submit the request to their supervisor or a member of the Employee Relations staff in the Human Resources Department.
4. Supervisors who have been notified by an employee for an accommodation should contact the Employee Relations Unit for assistance.

Related FAQs

- How do employees request a workplace accommodation at UNC Charlotte?
- 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?