

**From:** Jones, Bonnie Curran  
**Sent:** Wednesday, August 29, 2012 10:19 AM  
**Subject:** "reasonable accommodation" question

Human Resources Director,

Here are some sample ADA forms. Note- most employers don't use an actual form but it is important to have documented dialogue about options and get more information about her condition and how it impacts the essential functions of the job. Is she planning on having surgery to fix the condition? If so, FML may be involved as well.

She has already come to you with a work barrier which means she is formally asking for a request under ADA. It sounds like you may need a little more information about her condition to determine what you can do short term and if this is something that can be accommodated long term. Is there a speech to text application she can use to minimize typing? Is there an ergonomic wrist pad or special keyboard that may help?

I would definitely treat this as a formal request.

Document all conversations and dialogue in reference to her ADA request. Until you have more information, treat her as if this is a fully eligible request under ADA.

Richard may want to add additional thoughts as well.

Feel free to email or call if you want to discuss in more detail.

Kind regards,

Bonnie

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