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**Student-Employee Accommodation Procedure**

Marquette University student-employees with documented disabilities are welcome to request reasonable accommodations needed to mitigate the effects of a medical, physical, sensory, or mental health diagnoses in the workplace, allowing them to perform the essential elements of their position.

Student-employees wishing to explore reasonable job-related accommodations must submit appropriate disability documentation, which includes description of the current effects related to job specific tasks, to the Office of Disability Services. This must be done within a period long enough to allow for the exploration and coordination of the accommodation request. Accommodation requests cannot be retroactive.

After determining that reasonable documentation is on file, an Office of Disability Services representative will reach out to the student-employee via their University email address to begin to explore the request for reasonable accommodations. After the initial request is made, the Office of Disability Services facilitates an interactive process between the student-employee and the appropriate supervisor to identify what workplace or policy modifications may be appropriate to allow for equal access. Some requests may necessitate input from the Office of Student Employment, and/or the Department of Human Resources; both offices will be made aware of pending accommodation requests.

Any agreed upon accommodations will be communicated via emailed memo, from the Office of Disability Services, to both the student-employee and their appropriate supervisor. A student-employee who feels that a reasonable accommodation request was inappropriately denied may use the Office of Disability Services grievance procedure to appeal the results of the interactive process.

Agreed upon accommodations will remain in place for the specific position that they were initially discussed, as long as the student-employee feels that they are necessary. A student-worker moving to a new position must contact the Office of Disability Services to explore the continued application of previously approved accommodations, as well as any that may be necessitated by new job elements.