CONFIDENTIAL

REASONABLE ACCOMMODATION AGREEMENT

**FROM:** Click or tap here to enter text.

**TO:** Click or tap here to enter text.

**CC:** Click or tap here to enter text.

**DATE:**  Click or tap to enter a date.

**RE:** Reasonable Accommodation Agreement

Employee: Click or tap here to enter text.

Supervisor: Click or tap here to enter text.

Department: Click or tap here to enter text.

Employee is regarded as a qualified individual with a disability as defined by law. The Employee and Supervisor have engaged in the ADA interactive dialogue as required by law and have reviewed [UNM Policy 3110: Reasonable Accommodation for Employees, Job Applicants, and Participants with Disabilities](https://policy.unm.edu/university-policies/3000/3110.html). The parties discussed and agreed to the following ADA Reasonable Accommodation(s) (RA).

1. **[INSERT ITEMS HERE AND IN SUBSEQUENT NUMBERS TO OUTLINE THE ACCOMMODATIONS THAT THE DEPARTMENT IS MAKING FOR THE EMPLOYEE – BE AS SPECIFIC AS POSSIBLE.]**
2. **[IF REMOTE WORK IS PART OF ACCOMMODATION, INCLUDE THE FOLLOWING:]** Employee and Supervisor will work together to create and submit a [Remote Work/Telecommuting Agreement](https://secure.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCJvvdrOmwzLRbprRJV_FTFt8hGHHsRlay3oE_ZvPGgEd7_v3VggjCYVBJGcZ-MsXY**) to the appropriate Human Resources contact for accommodated staff, pursuant to [UNM Policy 3245: Remote Work](https://policy.unm.edu/university-policies/3000/3245.html#:~:text=Remote%20Work%20is%20an%20alternative,suited%20to%20such%20an%20arrangement.) or to the Office of Academic Affairs for accommodated faculty, pursuant to the University’s [Remote Work Guidelines for UNM Faculty](https://oap.unm.edu/assets/docs/remote-work-guidelines/faculty-remote-work-guidelines.pdf).
3. **[IF FACULTY MEMBER OR INSTRUCTOR IS BEING ACCOMMODATED, INCLUDE THE FOLLOWING:]** This accommodation agreement is applicable to the Choose an item. **[YEAR]** semester. If the Employee needs the accommodation to continue into subsequent semesters, Employee must do the following:
   1. Advise Supervisor of the continuing need for accommodation \_\_ days prior to the start of the following semester.
   2. Provide updated medical documentation to the ADA Coordinator demonstrating continued need for the accommodation.
4. Employee will provide updated medical documentation to the ADA Coordinator each Choose an item..
5. Employee and Supervisor will check in each Choose an item. to discuss the effectiveness of the accommodation and whether any adjustments need to be made.
6. Both Employee and Supervisor will engage in the interactive dialogue to discuss any problems with work product or effectiveness of the accommodation.
7. Either Employee or Supervisor may reach out to the UNM ADA Coordinator to assist with this accommodation as necessary.
8. Supervisor will update the UNM ADA Coordinator on any changes to this accommodation and provide any documentation reflecting same.

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Employee Signature Supervisor Signature

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Date Date