



Resource Center for Persons with Disabilities (RCPD)

Michigan State University

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<http://www.rcpd.msu.edu>

STATEMENT OF EMPLOYEE ACCOMMODATION DETERMINATION (SEAD)

SEAD Reference Number: 987654-321 SEAD Effective Date: 01/29/2010

Employee: Joe Sparty (Z12345678) MSUnet ID: spartyjoe

Position: Receptionist (CTU level 7)

MAU/Department: Resource Center for Persons with Disabilities

Supervisor: Sandra Supervisor MSUnet ID: SupervisorSandra

MAU HR Rep: Jeff Representative Net ID: HRrepresentativeJeff

RCPD Disability Specialist(s): Sam Specialist (special@msu.edu)

The employee named on this SEAD has undergone a needs assessment with the RCPD Disability Specialist(s) named above and was determined to have a disability. The employee requested job accommodations which are listed below followed by the RCPD determination for each request. Accommodation determinations were carefully weighed and established after a thorough review of medical and other relevant documentation including discussions with the employee and employer. The MSU [Disability Reasonable Accommodations Policy For University Employees and Job Applicants](#) provides a full description of MSU's process for disability accommodations. Revisions to this SEAD may occur by RCPD Disability Specialists pending additional information, changes in disability status, unique employment settings, or by periodic review. The Disability Specialists named above are available for questions or concerns regarding the determinations and provision of accommodations. Information about disabilities and related services/ accommodations must be treated confidentially by university departments and staff. Accordingly, such documentation may be shared only with those individuals directly involved in the accommodation process on an as needed basis. University departments and staff must strictly adhere to the determinations and accommodations listed below with modifications made only after consultation with an RCPD Disability Specialist named on this form. This form should be retained by the supervisor and/or MAU HR representative named on this form. This SEAD form and any related disability documentation shall be maintained in a file separate from the personnel file. Medical documentation in support of the determinations stated in this SEAD form will be maintained at the RCPD.

1. **Accommodation Request:** [Example only, as each case is unique] To address difficulties in writing, Joe requests use of speech recognition software such as Dragon Naturally Speaking. This would allow him to convert speech to written English more efficiently than he can type or write.

Accommodation Request Date: 11/28/2009

Accommodation Request Status: Granted

RCPD Determination Date: 01/10/2010

Determination Comments: Your request for access to assistive technology software including Dragon Naturally Speaking (used to fully participate in e-mail, letter writing, and input of data for daily log sheets, notes, and reports) is reasonable and will be provided. **After working with your supervisor and reviewing your case, I have determined that it is reasonable for your department to purchase the software for your work-based use.

Please discuss with your supervisor and your department's IT support person to determine the best access to this software, system requirements, and training required to develop proficiency in using Dragon. It is reasonable for your supervisor to approve up to two hours per week for necessary training, for up to five weeks.

2. **Accommodation Request:** Joe requests a flexible work schedule relative to times of severe symptoms and decreased ability to concentrate and be productive. He requests approximately two hours of flexibility (would like to work 10-7 on these days).

Accommodation Request Date: 11/28/2009

Accommodation Request Status: Denied

Determination Comments: Per the essential functions listed on Joe's job description, Joe will need to be in the RCPD front office from 8am to 5pm in order to service persons who visit the office during open office hours.

RCPD Determination Date: 1/10/2010

3. **Accommodation Request:** Joe requests flexibility in break times during the day in order to manage symptoms and increase productivity.

Accommodation request date: 11/28/2009

Accommodation request status: Granted as modified

Determination comments: Joe is responsible for maintaining a full 40 hour work week. His two 15 minute breaks can be taken as needed during the day, with coverage by approved staff backup. On days where Joe's symptoms or condition is exacerbated, he may take a third 15 minute break (with a 15 minute reduction on his lunch time).

RCPD Determination Date: 1/10/2010

**Addendum to Accommodation Request 1:

Recommended Product Resources and Pricing for department facilitation:

Product name: Dragon Naturally Speaking Preferred

Price: Range from \$110-\$190, and can be found through various online vendors.