



Overview of Reasonable Accommodation Process

California State University, Bakersfield seeks to assist applicants and employees with disabilities by providing reasonable accommodations to qualified individuals.

Involvement of ADA Coordinator

Many conditions and accommodations are obvious and unquestioned. In situations where an accommodation is requested and there are questions regarding either the existence of a qualified disability, the need for an accommodation, or the nature of the accommodation to be provided, campus managers need to consult with Kellie Garcia, the ADA Coordinator. If a manager questions the condition, restriction or proposed accommodation, s/he must discuss the reservations with the ADA Coordinator before engaging in the interactive process with the employee. This will avoid managers misunderstanding their obligations under University policy.

The ADA Coordinator assists managers in evaluating needed information, employees' capabilities and limitations to perform jobs, entitlement to accommodation, appropriateness of accommodations, and related issues.

1. Required Forms

To assist in processing requests for accommodation, the ADA Coordinator utilizes the Accommodation Request Form, ADA/FEHA Job Duty Evaluation Checklist, Guidelines for Evaluating Impairments and Authorization to Release Medical Records. These forms may also be requested from the ADA Coordinator.

2. Interactive Process

An interactive process is required whenever an accommodation is requested. The interactive process seeks to resolve questions and to provide management with useful information and suggestions on how accommodation issues may be handled.

3. Confidential, Personal, and Medical Information

Commonly, medical and other professionals need to provide verification of conditions and limitations. Such information is confidential and must be handled carefully. It is common for doctors to both acknowledge a condition and provide a description of limitations or accommodations that are required or suggested.

California State University, Bakersfield ADA Coordination

The following individuals provide ADA coordination in their specific areas, and may be contacted with regard to ADA issues, questions or concerns in that area.

For Students

Janice Clausen, Director, Services for Students with Disabilities
jclausen@csub.edu or (661) 654-3360

For Employees and Applicants

Lori Blodorn, Associate Vice President, Human Resources & Administrative Services
lblodorn@csub.edu or (661) 654-3206