

Campus Disability Resource Center

Employee Accommodations Appeal Form

As per [Executive Order 1111 – Disability Support and Accommodations Policy](#)¹, Section F Disability Support and Accommodation for Employees, Cal Poly Humboldt has adopted the following procedure to address employee appeals specific to accommodations.

Employees should recognize that there are two (2) procedures to address disability-related complaints, depending on the nature of the complaint. Two (2) distinct policies guide the processes noted below:

ACCOMMODATION: CSU 1111 provides that campuses shall have an interactive process for employee accommodations. In the spirit of this policy, a procedure to address employee concerns regarding accommodation determinations is vital. Through this process, an employee may seek a review of decisions related to a denial of a requested accommodation, failure to provide an approved accommodation, or access-related concerns at Humboldt.

DISCRIMINATION: This procedure addresses employee complaints alleging harassment or other forms of discrimination based on disability (unrelated to access or accommodation) and all types of employee and third-party disability discrimination complaints. These complaints should be filed directly with [Title IX/DHR](#)² (not through CDRC.) Discrimination complaints should be submitted using the [Title IX/DHR Report](#)³ or may be emailed to [Title IX and Discrimination, Harassment & Retaliation Prevention \(Title IX/DHR\)](#)⁴. Employees may also contact Title IX/DHR via phone at (707) 826-5177.

INSTRUCTIONS

Use this form if you are an **EMPLOYEE** and you wish to file an appeal based on one of the following:

- You believe you were wrongfully denied a reasonable accommodation that you requested;
- Your approved accommodations were not reasonably or appropriately implemented; and/or,
- You were denied equal access to one or more of Humboldt’s programs, activities, or opportunities.

If you need assistance completing this form contact CDRC by emailing the [ADA/504 Coordinator](#)⁵ or by calling CDRC at (707) 826-4678.

¹ Executive Order 1111 – Disability Support and Accommodations Policy: <https://calstate.policystat.com/policy/9798168/latest/>

² Title IX/DHR: <https://titleix.humboldt.edu/dhr>

³ Title IX/DHR Report: https://cm.maxient.com/reportingform.php?CalPolyHumboldt&layout_id=10

⁴ Title IX and Discrimination, Harassment & Retaliation Prevention (Title IX/DHR): titleix@humboldt.edu

⁵ ADA/504 Coordinator email: ada@humboldt.edu

Employee Accommodations Appeal

*Indicates required field

First Name: *

Last Name: *

Humboldt ID#: *

Humboldt Email: *

Nature of your Appeal: *

I was wrongfully denied a reasonable accommodation that I requested.

My approved accommodations were not reasonably or appropriately implemented.

I was denied equal access to one or more of Humboldt's programs, activities, or opportunities.

Other:

Date of Incident: *

Name and role of person/office involved: *

Please briefly describe what happened (you may also attach a more detailed statement). Include dates and any relevant background. *

What outcome or resolution are you seeking? *

List any other members of the Humboldt community who have been involved:

List any members of the CDRC team who have been involved with this process, so far:

Do you have any supporting documentation? * Yes No

If Yes, it must be attached to this form upon submission.

By submitting this form, I: *

Agree that the information provided above is, to the best of my knowledge, accurate.

Agree to participate in the appeal process in good faith.

Signature:

Date: *

Submission of Form

The form and any supporting documentation may be submitted by:

- Email to the [AVP Campus Resilience and Response](#)⁶;
- Delivered in person to Campus Resilience and Response, SBS 311; or,
- Mailed via U.S. Postal Service to:
ATTENTION: AVP Campus Resilience and Response
Campus Resilience and Response
Cal Poly Humboldt
1 Harpst Street, SBS 311
Arcata, CA 95521

⁶ AVP Campus Resilience and Response: cris.jones.koczera@humboldt.edu