

COVID-19 Return To Work Accommodations, Authorization to Work from Home & Requests for Flexible Work Schedules:

If you wish to request an adjustment in your work, please follow the process designated below that fits your situation. An adjustment in your work can mean you're requesting changes in your hours, schedule, work location, job duties, or something else.

If you believe you have, or may have, a disability:

- The Americans with Disabilities Act (ADA) defines "disability" in a specific way, and if you have a condition that meets that definition, you may qualify for accommodations.
- You can find more information about the accommodations process on the [Employee Accommodations page](#), including a link to the Disability Accommodations Request Form.
- You can request ADA accommodations, inquire about whether you are eligible for ADA accommodations, or ask other questions by contacting Kimberly DeVries, Director of Equal Opportunity Compliance, at 616-234-2120 or kimberlydevries1@grcc.edu.
- Frequently Asked Questions about this process:
 - You may have had a condition that the ADA defines as a disability, but you have never needed accommodations before. You can still ask for ADA accommodations now, if you believe that they are appropriate for your situation.
 - You may have ADA accommodations already, but now you'd like to request different or additional ADA accommodations. You can ask for those through this same process, and you may not need to submit additional documentation.
 - After an ADA accommodations request is received, we'll engage in an interactive process to see what accommodations may be appropriate for your specific situation.
 - ADA Accommodations information, including any medical documentation you submit, is confidential and is maintained separately from your personnel file.

If you are requesting a change in your work during the COVID-19 Return to Work period for a reason other than an ADA disability:

- You might wish to request a change in your working situation based on a reason other than a personal disability (as defined by the ADA). For example, you might be in a high-risk category defined by the CDC (such as those over the age of 65), you are pregnant, or someone in your home may have a compromised immune system or be in a high-risk category.
- If you are a supervisor whose employees have reached out to you to discuss authorization to work from home or to discuss flexibility with normal work hours, or if you are an employee seeking authorization to work from home or flexibility with your normal work hours based on a reason other than an ADA disability, contact Laura Caulk, Interim Associate Director of Human Resources, at 616-234-3195 or lcaulk@grcc.edu. Laura will follow up with you to discuss your request.

Employees or supervisors can discuss any questions with Kimberly DeVries, Director of Equal Opportunity Compliance, at 616-234-2120 or kimberlydevries1@grcc.edu or Laura Caulk, Interim Associate Director of Human Resources, at 616-234-3195 or lcaulk@grcc.edu.