

North Carolina A&T State University
Division of Human Resources

REQUEST FOR WORKPLACE ADJUSTMENTS

It is the policy of North Carolina A&T State University to extend workplace protections and modifications to pregnant, State Agency employees upon request, unless doing so would impose significant burdens or costs.

To initiate a request for a temporary workplace adjustments, please complete all applicable sections of this form. An Employee Relations representative will review the request after the prepared form is delivered to the Division of Human Resources at 1020 East Wendover Ave, Suite 109.

SECTION 1: TO BE COMPLETED BY THE REQUESTOR

Full Name:

Home Address Street:

City /State:

Zip Code:

Contact Phone #:

Requestor Type Employee Applicant

Position Classification Title (Employee Only):

Are you currently pregnant: Yes No **** If you answered No, Please see the note at the bottom of this form****

Work Location (Employee Only):

Work Phone:

What job function are you having difficulty performing?

Have you informed your immediate supervisor of your accommodation request?

SECTION 2: SELECT YOUR REQUESTED TEMPORARY WORKPLACE ADJUSTMENT BELOW

- A Change In Workstation Or Seating Equipment
- More Frequent And/or Longer Breaks
- Assistance with Manual Labor
- Work From Home
- Modified Work Assignments (explain below)
- Changes In Lighting And Noise Levels
- Relocation Of Workplace Materials And Equipment
- Periodic Rest
- Modified Work Schedule (indicate below):
- Adjustment of uniforms or dress codes (explain below)
- Temporary Transfer
- Other (explain below)

ADDITIONAL INFORMATION (ATTACH SUPPORTING DOCUMENTATION)

SECTION 3: TO BE COMPLETED BY EMPLOYEE RELATIONS

Temporary Job Assignment Modification:

Yes Beginning Date:

Ending Date:

No Reason:

Contacted Supervisor:

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_____	_____
Human Resources Signature	Date

*** Note: This form is to be completed by state employee's requesting temporary workplace adjustments due to pregnancy. ** If you need accommodations for a disability under the American Disability Act, please use the Reasonable Accommodation Form.*

Questions:

**Employee Relations
Division of Human Resources
1020 East Wendover Avenue, Suite 109
336-334-7862
hr@ncat.edu**