



# BEMIDJI REGIONAL INTERDISTRICT COUNCIL

## Request for Accommodation

Name: \_\_\_\_\_ Position: \_\_\_\_\_

School/Department: \_\_\_\_\_ Work Schedule: \_\_\_\_\_

Please complete the below form if any of these situations apply to you:

1. I have a disability (mental or physical impairment that substantially limits a major life activity), and I am requesting a remote work assignment as a reasonable accommodation. I understand that the Bemidji Regional Interdistrict Council (BRIC) will invite me to participate in an interactive process and that I will be required to provide medical documentation confirming the nature and severity of my disability.

2. I am requesting a remote work assignment because I have a high-risk underlying health condition (as defined by the Center for Disease Control (CDC) that does not rise to the level of a disability. My high-risk health condition is \_\_\_\_\_.  
I understand that I will be required to provide medical documentation of my condition.

3. I am requesting a remote work assignment because I live with an individual who has a high-risk underlying health condition. The high-risk health condition is \_\_\_\_\_. I understand that I will be required to provide medical documentation of the condition.

4. I do not plan to return to work for BRIC for the 2020-2021 school year. I am resigning as of the following date: \_\_\_\_\_.

BRIC anticipates that it may not have enough remote work assignments to accommodate all employees who prefer a remote work assignment. When considering requests for remote work assignments, BRIC will give first priority to employees with a disability who need a reasonable accommodation. Second priority will be given to employees who have a high-risk underlying health condition that does not rise to the level of a disability. Third priority will be given to employees who live with an individual who has a high-risk underlying health condition.

Within each of the categories, remote work assignments will be processed in the order in which they are received. BRIC reserves the right to deny requests for a remote work assignment when the employee's job cannot be performed remotely and/or when no remote work assignments are available. When a request for a remote work assignment cannot be granted, other reasonable accommodations such as physical barriers, schedule change, job change, modified work environment or other reasonable accommodations will be considered for employees who are eligible for such accommodations under the law. BRIC must and will engage in the interactive process to establish a reasonable accommodation for its employees but does not have a legal obligation to grant the accommodation requested by the employee.

This form must be emailed to [bstory@bric.k12.mn.us](mailto:bstory@bric.k12.mn.us). Additional documentation may be requested.