



ADMINISTRATIVE RULES OF MONTANA



2.21.4119 APPEALING DENIAL OF REASONABLE ACCOMMODATION REQUESTS

- (1) The department head shall serve as the appeal authority for all denials.
- (2) Employees and applicants wishing to appeal a denial shall submit a written request, along with supporting documents, to the department head within 15 working days from the time they receive the denial letter.
- (3) The department head shall work with the appropriate agency manager, the ADA coordinator, and human resources manager to review pertinent information and the rationale for denial.
- (4) Upon completion of the review, the department head shall:
 - (a) deny the request, approve the request, or refer it back to management for further action; or
 - (b) notify the employee or applicant of their decision in writing within 15 working days of receiving the appeal.
- (5) If the department head denies the appeal, the written notification must include an explanation for the denial and information on the right to file a complaint with the Montana Human Rights Bureau, Department of Labor and Industry.
- (6) Employees and applicants may contact the Montana Human Rights Bureau at (406) 444-2884 or (800) 542-0807 or the federal Equal Employment Opportunity Commission at (800) 669-4000 to file a complaint.

Authorizing statute(s): 2-18-102, MCA

Implementing statute(s): 2-18-102, 49-2-101, 49-2-501, 49-3-102, 49-3-301, MCA

History: NEW, 2011 MAR p. 1668, Eff. 8/26/11.