



Procedures for Requesting Accommodations for Disability

Individuals with physical or mental impairments who are otherwise qualified to perform their work or pursue their studies may request reasonable accommodations to enable them to work or continue their studies. The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act, as amended (ADAAA), the Rehabilitation Act of 1973, enables covered individuals to receive accommodations so long as the accommodations are reasonable, the job duties can be performed with or without an accommodation, and do not cause an undue hardship or fundamentally alter an academic program.

To ensure that an individual can perform or continue to perform (if the disability occurs after employment) their job responsibilities, a reasonable accommodation may include the purchase of special equipment, changing the physical layout of the workplace, restructuring job responsibilities and duties, modifying the work schedule, providing interpreters, etc.

Even though the individual provides input concerning the accommodation process, the University will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations, or other appropriate information at the expense of the University. Specific requests for accommodation may not necessarily be granted if there are other effective means of achieving the same result. An accommodation need not be the most expensive or ideal accommodation or may not be the specific accommodation requested by the employee so long as it is effective. In addition, the University is not required to provide accommodations that are primarily for personal use or eliminate essential functions of a position. Individuals must communicate with university personnel to identify reasonable, effective accommodations. Documentation may be required to substantiate the need for an accommodation.

Disability information is treated as confidential and will be shared with university administrators only on a need-to-know basis. Medical documents will be maintained separately from personnel records and kept confidential in accordance with the ADA. Should an accommodation be approved, the Dean, Chairperson, Director, or immediate level supervisor/manager may be informed regarding restrictions on the work or duties of qualified individuals with disabilities and necessary accommodations. First aid and safety personnel may be informed, and government official engaged in enforcing laws such as those administered by the Office of Federal Contract Compliance Programs, or the Americans with Disabilities Act may be informed.



Accommodations Process for Employees

An employee may request reasonable accommodations for a qualifying disability by engaging in the interactive ADA accommodation process. The Employee initiates this process by contacting the Employee Relations Specialist (ERS) in Human Resources, Kristina Hoffmann, who will provide an ADA Packet to the employee.

Kristina Hoffmann; Employee Relations Specialist

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1. The ERS will review the employee's completed ADA Accommodation Request Form and determine whether medical information is needed. If the request form is not returned within 14 days, the ERS will contact the employee to follow up.
2. If medical information is needed, the employee may provide a Medical Information Form to each relevant provider.
3. Either the employee or the provider may return the completed Medical Information Forms to the ERS. If forms are not returned within 14 days the ERS will notify the employee the medical documentation has not been received.
4. Based on the gathered information, the ERS will determine whether the employee has a qualified disability under the ADA.
5. If the employee has a qualified disability, the ERS will determine appropriate reasonable accommodations, if any. In addition to evaluating the information provided by the employee and medical providers, that determination may include any of the following:
 - a. Meeting with the employee's supervisor (or a department representative)
 - b. Meeting jointly with the employee and supervisor
 - c. Discussing medical information with providers
6. The ERS will decide on what, if any, reasonable accommodation is appropriate to meet the needs of the employee, the department, and the ADA.
7. An Accommodation Plan letter is sent to the employee and the supervisor.
8. The supervisor is responsible for implementing the accommodation plan, including funding any necessary purchases.

***Incomplete or missing information may impact the decision on whether an employee has a qualifying disability and/or the decision on if accommodations are reasonable and appropriate.