



Accommodations Process for Staff with Disabilities

- 1) Employee informs his or her supervisor in verbal or written form that the employee has a disability, which results in his/her needing some adjustment or change to perform the essential functions of the job he/she holds.
- 2) Supervisor refers the employee to the ADA Coordinator in the Department of Human Resources to discuss reasonable accommodations as outlined by the Americans with Disabilities Act (ADA), confidentiality and the need for medical documentation supporting the request.
- 3) Once the employee submits the requisite medical documentation to the ADA Coordinator, the ADA Coordinator and the employee review the documentation to determine whether the employee's situation meets important criteria under the ADA. Specifically, to be entitled to receive accommodations, the employee must be a *qualified individual with a disability* under the ADA, which is defined as an individual with a disability who can perform the essential functions of the job with or without reasonable accommodations.

An *individual with a disability* is defined as one having a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. *Substantially limits* in the context of employment means that the individual is significantly restricted in the ability to perform either a class of jobs or a broad range of jobs in various classes as compared to the average person having comparable training, skills, and abilities.

The term *major life activities* includes the activity of working. *Essential functions* means fundamental job duties of the employment position the individual with a disability holds or wishes to hold; the term does not include marginal functions of the position.

An accommodation is *reasonable* if it does not cause undue hardship to the employer. Undue hardship is established when the requested accommodation is too expensive in view of the employer's overall financial posture or when implementing the requested accommodation would be too disruptive administratively or operationally.

The ADA Coordinator would consult relevant guidelines and regulations to determine, from an informed perspective, whether the employee's situation meets the requisite criteria.

If the Employee Does Meet the Definition of *Qualified Individual with a Disability of the ADA*

- 4) The ADA Coordinator and the employee meet to discuss reasonable accommodations based on the documentation the employee has provided and the information contained in the completed Accommodation Request Form. During this meeting, the ADA Coordinator and the employee evaluate the essential and marginal functions of the job and discuss the employee's specific abilities and limitations.

- 5) Employee meets with the supervisor and the ADA Coordinator.
- 6) Supervisor suggests alternate accommodations and/or accepts the accommodations requested by the employee and submits them to the ADA Coordinator for review. Final resolution of the request is reached through an interactive and deliberative process in which the employee, his/her supervisor, and the ADA Coordinator participate. The employee and supervisor sign the accommodation form and return it to the ADA Coordinator.
- 7) Employee or supervisor can continue to consult with the ADA Coordinator regarding any changes.

If the Employee does not Meet the Definition of *Qualified Individual with a Disability* of the ADA

- 1) If definition is not met, accommodations are not necessary and alternate referrals are provided.
- 2) Referrals may include family and medical leave, workers' compensation, employee assistance program, etc.