1. GENERAL

In accordance with Title I, Employment, of the Americans with Disabilities Act (ADA), and System Regulation 33.02.02, the University will not discriminate against any qualified person with a disability because of the disability of that person in such matters as job application procedures, hiring, advancement or discharge practices, compensation, job training, or other terms, conditions, and privileges of employment.

2. DEFINITION

The ADA defines an individual with a disability as a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

3. PROCEDURES FOR ADDRESSING A REQUEST FOR REASONABLE ACCOMMODATION

3.1 Employee

3.1.1 Employees should make their requests for reasonable accommodations to their immediate supervisors.

3.1.2 If the employee is not comfortable discussing the nature of the disability with the supervisor, then the employee may contact the Director of Employee Relations and Equal Opportunity to initiate the request for reasonable accommodation.

3.1.3 The employee should provide medical documentation, as appropriate, so that the nature of the disability and functional limitations can be determined if the need for accommodation is not obvious.

3.2 Immediate Supervisor

3.2.1 In cases where the disability clearly meets the ADA definition and where the supervisor can support/resource the reasonable accommodation, then the supervisor should make the accommodation and inform the Director of Employee Relations and Equal Opportunity.

3.2.2 In cases where the supervisor and/or employee are uncertain as to whether the injury or illness meets the definition of an ADA disability, the supervisor and/or
employee must contact the Director of Employee Relations and Equal Opportunity to make a determination.

3.2.3 A request for reasonable accommodation(s) cannot be denied without the review and prior concurrence of the Director of Employee Relations and Equal Opportunity.

3.3 Job Applicants

3.3.1 The hiring official may not ask, during the hiring process, whether the employee will need a reasonable accommodation to perform the specific job functions, unless:

(1) the hiring official knows that the applicant has a disability (because it is obvious or voluntarily disclosed), and

(2) the hiring official reasonably believes that the applicant will need an accommodation to perform specific job functions.

3.3.2 If the applicant replies that he/she will need a reasonable accommodation, the hiring official may inquire as to what type.

3.4 Director of Employee Relations and Equal Opportunity

The Director of Employee Relations and Equal Opportunity has the following responsibilities:

(1) review requests for reasonable accommodation.

(2) determine whether disabilities meet the ADA definition.

(3) obtain medical documentation as appropriate and as required.

(4) conduct reasonable accommodation analyses and provide recommendations to supervisors.

Contact for Interpretation: Executive Vice President for Finance and Administration

This procedure replaces University Rule 2.2.9.1