Procedures for Supervisors and Human Resources
For the University’s Reasonable Accommodations Process

The procedures described below follows the description in policy #5.0.5 Reasonable Accommodations with Disabilities.

Employee Notification

Employees and individuals to whom a job offer has been made (referred to in this procedure as “employee”) disclose information to their supervisors, Office of Human Resources (HR) and/or the Office or Employee Health Services (EH) that they have a medical and/or psychological condition that affects their ability to perform the essential functions of their job.

The employee’s disability must be a diagnosable condition that a healthcare provider will certify to qualify for a reasonable accommodation. Personal beliefs or subjective reports by employees or their supervisors are insufficient to substantiate the request for accommodation.

The employee’s medical condition must cause limitations in the employee’s ability to perform essential job functions. Those limitations must be expected to last longer than 45-60 days. If the expected duration is 45 days or less, the situation should be handled using “restrictions” and/or “return to work duty” procedures.

University Response

The University needs to respond when a supervisor has information about a disability even if the information comes from someone other than the employee.

Supervisors or HR should not ask employees to disclose medical information. Supervisors who have reason to believe employees cannot perform the essential functions of the job are expected to consult with their senior Human Resources manager.

EH must review and track All restrictions. Individual supervisors may not restrict or change employee job functions in response to such requests without input from EH and/or HR.

University Reviews the Request

After receiving the request, the supervisor must discuss the matter with the senior Human Resources manager and provide a copy of the employee’s current job description.

To decide next steps, these individuals may meet or discuss the situation amongst themselves and/or include other University offices, including but not limited to Office of General Counsel or EH.

During this time, the supervisor should inform the employee that the request is being thoroughly reviewed. The supervisor should not change the employee’s essential job functions until the review and determination have

Dean of Faculty employees should consult with the Office of the Dean of the Faculty for eligibility, procedures and other information.

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The senior Human Resources manager or the senior staffing specialist will send an “Information Request Letter” to the employee that requests any information needed from the employee and/or healthcare provider, including specific accommodations required.

A doctor’s note stating the employee is “unable to lift” or “unable to work at night” or a similarly vague statement is insufficient for the University to make a determination to approve a reasonable accommodation.

The Information Request Letter will provide the employees with a specific deadline by when the employee should provide the necessary information.

The Information Request Letter ordinarily includes a copy of the employee’s essential job functions, a release for the employee to sign to permit EH to contact the individuals’ healthcare provider, and a release for the employee to sign permitting the doctor to share information with EH.

The employee or the employee’s healthcare provider should direct all medical information to EH.

### University Review of Information

Once the employee has provided information from healthcare provider about the functional limitations imposed by the employee’s medical condition, the senior Human Resources manager should convene a “Reasonable Accommodation Meeting” with the supervisor and EH, and others as needed. The purpose of this meeting is for the participants to focus on the functional limitations documented by the healthcare provider. Participants should use the “Reasonable Accommodation Worksheet” to obtain additional input to ensure they are considering and documenting necessary options and modifications.

### Notification of Decision

Once the senior Human Resources manager and the supervisor have had a chance to consider the requested accommodations and modifications, including consultations with other University departments as needed, they will develop the “Accommodation Response Letter” to explain the modifications the University will provide. The letter will also clarify that the employee will continue to be required to perform the essential job functions.

### Follow Up after Implementation

The supervisor and the employee should continue to communicate periodically about the accommodations, to ensure the employee is able to perform the essential job functions and that the accommodations are working well. Changes in the employee’s medical condition may trigger repetition of this process.

The senior Human Resources manager should periodically touch base with the supervisor to ensure accommodations do not need to be altered. If such a need arises, the supervisor must consult with the senior Human Resources manager to document and possibly consult with other parties as described above.