



ADA INTERACTIVE PROCESS: A process required under this policy that meets the following criteria:

1. The interactive process is an informal process to clarify what the individual needs and identify the appropriate effective reasonable accommodation(s). After an employee/applicant requests a reasonable accommodation, the next step is for the employee/applicant, their supervisor (employee) or Executive Director of Human Resources or designee (applicant), determine what, if any, accommodation should be provided. This process generally requires the ADA Coordinator to analyze job functions to establish the essential and nonessential job tasks; identify the barriers to job performance by limitations; and explore the types of accommodations that would be most effective.
2. The individual making the request, and their supervisor (for an employee) or Executive Director of Human Resources or identify effective accommodations. Suggested resources for identifying accommodations include: the U.S. Department of Labor's Job Accommodation Network (JAN), www.askjan.org; and the U.S. Department of Labor's Employer Assistance & Resource Network on Disability Inclusion (EARN), www.askearn.org.
3. An effective accommodation need not be exactly what the employee/applicant requests. Employees who request reasonable accommodations are expected to cooperate in good faith in providing the information necessary to assess the request throughout the interactive process. Employees who fail to engage in the interactive process in good faith may risk being provided with ineffective accommodations or having their request denied due to lack of information needed to make a proper determination. Supervisors who fail to engage in the interactive process in good faith may risk being reported to their supervisors for potential discipline.

FOAP:

up of four major elements, the Fund, the Organization, the Account and the Program. Each FOAP has an identified Financial Manager.

QUALIFIED INDIVIDUAL WITH A DISABILITY:



2.

not need to be made by the agency under the reasonable accommodation requirements:

- a. Eliminating, reassigning or having others perform essential functions (i.e., fundamental duties of the position);
- b. Lowering production/performance standards (qualitative or quantitative) that are applied uniformly to employees with and without disabilities (though a reasonable accommodation should be provided to enable an employee with a disability to meet a production standard);
- c. Creating a new job position;
- d. Allowing or ignoring inappropriate conduct; and
- e. Providing personal use items needed to accomplish daily activities both on and off the job such as prosthetic limbs, wheelchairs, eyeglasses, hearing aids or similar devices also needed off the job.

The University provides reasonable accommodations to qualified individuals with a disability in order for the individual to enjoy equal benefits and privileges of work, unless providing the accommodation would impose an undue hardship on the University.

UNDUE HARDSHIP: Denial of a request for a reasonable accommodation may be justified if providing that accommodation would pose undue hardship to the University. In determining undue hardship, the following factors should be considered:

- a. The nature and cost of the accommodation needed;

Reasonable Accommodations for Employees
and Applicants with Disabilities
Policy G1.11
Effective Date: 02/06/2015

Responsible Officer: Executive Director
of Human Resources

Responsible Office:



- h. The employing department will implement the agreed upon accommodation.
- i.