



Title: Americans With Disabilities Act Policy Statement
Category: Human Resources
Applies to: Staff, Faculty, Students
Contact: [Human Resources](#)

Purpose: The University of Central Oklahoma is committed to complying with all applicable provisions of the Americans Disabilities Act ("ADA").

Policy Statement: **U.S. Department of Justice – Americans with Disabilities Act**

The University of Central Oklahoma is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and the Americans with Disabilities Amendment Act ("ADAAA"). It is the University's policy not to discriminate against any otherwise qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability. The University will engage in an interactive process to provide reasonable accommodations to a qualified individuals with a disability, as defined by the ADA/ADAA, so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the University. As part of the process, potential accommodations may be attempted on a trial or short-term basis.

An employee with a disability who believes he or she needs a reasonable accommodation or adaptation to perform the essential functions of their job is encouraged to contact Employee Relations in the Offices of Human Resources. If a disability is seen or believed to exist, UCO may initiate a discussion with the employee as part of an interactive process.

Procedure for Processing an ADA Accommodation Request

The following process will be followed for all employees requesting an ADA accommodation. Accommodations are made on a case by case basis taking into account the type and severity of the disability and the specific job requirements the employee is required to perform.

Step 1: Employee requests ADA Accommodation:

An employee may request accommodation at any time during the hiring process, when first hired or at any other time while employed by the University of Central Oklahoma. Upon making a request for ADA Accommodation, the employee is encouraged to submit the following forms to Employee Relations to clarify the request and verify the disability:

- [ADA Accommodation Request Form](#)
- Physician Medical Certification Form

Forms are available on the [Human Resources website](#).

Once Employee Relations is in receipt of an accommodation request, Human Resources will send notification to the employee to confirm receipt and inform the employee that the Accommodation Request is under consideration.

Human Resources may request a meeting with the employee to better understand the disability and the employee's need for Accommodation.

Step 2 (as needed): Human Resources obtains Additional Information:

Human Resources may need to obtain additional information regarding the employee's disability and alternative accommodation options from outside resources such as the Job Accommodation Network (JAN) or the ADA National Network. In addition, Human Resources may seek input regarding accommodation options from internal resources such as the Facilities, Parking, the office of Legal Counsel, Disability Support Services, etc. Finally, Employee Relations may meet with the Employee's Supervisor regarding the essential functions of the employee's job.

Step 3 (as needed): Human Resources meets with Internal Resources:

Human Resources may request a meeting with internal resources such as the Employee's Supervisor, Department head from Facilities and Parking departments, and Legal Counsel to discuss the accommodation request and to identify other possible reasonable accommodations which would enable the employee to perform the essential functions of the job.

Step 4 (as needed): Cost Analysis Performed:

The University will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the University's overall financial resources and organization, and the accommodation's impact on the operation of the University, including its impact on the abilities of other employees to perform their duties, and on the University's ability to conduct business.

Step 5 (as needed): Human Resources makes Accommodation Determination:

As soon as administratively possible, Employee Relations, utilizing input from the internal resources and external resources if necessary, will take one of the following actions: (1) grant the requested accommodation(s); (2) grant another appropriate and reasonable accommodation(s); (3) not grant an accommodation.

A letter will be sent to the employee notifying him/her of the decision. If an accommodation is granted, the letter will detail the timeline and any additional steps for implementing the accommodation.

Step 6: Appeals:

If denied or if the employee does not otherwise agree with the determination, the employee will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Office of Legal Counsel. That decision is final. The University will continue to engage in an "interactive process," including discussions with the employee about other accommodations that may facilitate the employee's performance of the essential functions of his or her job.

An employee or job applicant who has questions regarding this policy, or who wants to request an accommodation, or believes he or she has been discriminated against based on a disability should notify Employee Relations in the Office of Human Resources. All such inquires or complaints will be treated as confidential to the extent permissible by law.

Legal

Citation:

Campus

Links: [Request for Reasonable Accommodation](#)

FAQs:

Formally

known as:

Approved on: 05/31/2011

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