

Accommodation Process for Faculty and Staff

The University of Texas at Dallas is committed to diversity and a campus culture of inclusion and to providing all faculty and staff access to all university facilities, programs and activities.

UT Dallas faculty and staff can initiate the request for a reasonable accommodation for a disability by contacting the [Employee Relations staff](#) in the Office of Human Resources; or by making such a request to the employee's immediate supervisor, either verbally or in writing.

Supervisors who receive a request for accommodation shall immediately notify the [Employee Relations staff](#) in the Office of Human Resource so that the accommodation request process can begin. Any supervisor who, in the course of job performance counseling or other discussions, is informed by an employee that a physical or mental condition may be affecting the employee's work performance, shall refer the employee to Employee Relations and notify the Employee Relations staff of such referral.

Upon receipt of a request for accommodation, the Employee Relations staff initiates an interactive process to work with the employee, supervisor, ADA Coordinator and healthcare professional to develop and implement an accommodation plan that is effective for the employee and appropriate for the workplace environment.

The steps in the process typically include:

- 1) The employee makes a request for accommodation to their supervisor or directly to the Employee Relations staff of Human Resources.**
 - a. The request can be made by the employee or by someone on the employee's behalf.
 - b. The request can be made using our form, can be made in writing, by email or verbally and may use everyday language (illness, condition, help, etc.) or "ADA" language (accommodation, disability, etc.)
- 2) The Employee Relations staff member will identify the employee's workplace accommodation needs through an interactive dialog:**
 - a. Discuss the accommodation needs with the employee who made the request.
 - b. Discuss needs with the employee's supervisor if relevant to the request.
 - c. Review the employee's job description and consider the essential functions of the job.
 - d. Review information received from the employee's healthcare professional*, see below.
 - e. This discussion is to be kept confidential and not shared beyond HR and the employee's supervision without the employee's permission.
- 3) Determine if the employee has a disability.** *(Due to HIPAA and privacy concerns, the best practice is for the manager to contact HR Employee Relations at this point, if they have not already done so.)* HR Employee Relations requests the employee obtain information from their healthcare professional regarding the need for accommodation and recommendations on the type of accommodation.
 - i. The employee is provided with a form to request information, directly related to the accommodation, from their healthcare professional.
 - ii. We ask the employee to sign a release to allow the healthcare professional to answer medical questions directly related to the request for accommodation only. (This information is kept confidential and does not become part of the employee's personnel file.)
 - b. HR Employee Relations reviews the information provided by the healthcare professional and if necessary contacts them for clarification or further information.

4) Continue to engage in the interactive process to select and provide the accommodation that is effective for the employee and appropriate for the work place environment.

- a. HR reviews all information, identifies modifications or aids that would allow the employee to meet their essential job functions and determines whether a reasonable accommodation can be made.
- b. Discusses options with the employee, the employee's supervisor and the ADA Coordinator if needed.
 - i. The University may be able to assist with accommodation expenses over \$500 per fiscal year.

5) Once the accommodation is in place, check the results.

- a. The supervisor and HR will need to monitor the accommodation to ensure the employee can perform necessary work tasks.
 - i. Periodically evaluates the accommodation to ensure effectiveness.
 - ii. May modify the accommodation by repeating this process.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. **In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA, includes an individual's family medical history, the results of an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.*