

Requests for Reasonable Accommodation under the Americans with Disabilities Act

Individuals with mental or physical impairments may request reasonable accommodation under the Americans with Disabilities Act (“ADA”), the Americans with Disabilities Act as amended (“ADAAA”) and the Rehabilitation Act of 1973 to enable them to perform the essential functions of their job.

Requests may be made directly to the individual’s supervisor or by contacting Human Resources/Employee Relations. Upon receiving a request, the supervisor must contact Human Resources/Employee Relations to initiate the process.

Human Resources/Employee Relations will provide the individual with an accommodation request form to complete. Human Resources/Employee Relations will also provide the individual with a medical release form, a physician cover letter and a physician information form for their healthcare professional to complete. All completed forms must be provided directly to Human Resources/Employee Relations.

Once the completed forms have been received by Human Resources/Employee Relations and it has been determined that the individual has a disability eligible for accommodation under the ADA, reasonable accommodations will be discussed with the individual. The ADA is an interactive process. Reasonable accommodations will be implemented which meet the needs of both employee and employer and that are in compliance with the ADA.

Reasonable accommodations may include modifying work schedules, purchasing of office equipment, restructuring of job responsibilities (non-essential duties of job), providing interpreters, etc.

If the individual is not satisfied with the reasonable accommodation selected or has been denied accommodation, the individual may appeal by filing a complaint to the University of Nebraska ADA/504 Compliance Officer (see “Americans with Disabilities Act and Section 504 Grievance Procedure”).

Resources

[American with Disability Act and Section 504 Grievance Procedures – University of Nebraska ADA - Section 504, Rehabilitation Act of 1973](#)

Contact Information	
Linda Cunningham Division Director, Employee Relations, lcunning@unmc.edu 402-559-7394	Debra Motl EEO Compliance Specialist Employee Relations dmotl@unmc.edu 402-559-8534
Angela Hayes Employee Relations Specialist Employee Relations angela.hayes@unmc.edu 402-559-4371	