

ADA Accommodation Process

1. Step 1 – Contact Human Resources – Employee Relations

To request a reasonable accommodation under the ADA, employees should contact Human Resources - Employee Relations at:

Email: employeerelations@unmc.edu

2. Step 2 – Required Documentation

Human Resources – Employee Relations will provide the necessary forms, which must be completed by the employee and their healthcare provider:

- [ADA Request for Accommodation Form](#)
- Medical Release Form
- Physician Cover Letter
- Physician Statement for Accommodation Request

3. Step 3 – Discussing Your Plan

Human Resources – Employee Relations will review submitted documentation to determine whether the employee's condition qualifies as a disability under the ADA. Additional information may be requested, such as the employee's job description.

- Physician documentation is required to substantiate the need for accommodation.
- Medical diagnosis information is confidential and will only be shared with Human Resources – Employee Relations on a need-to-know basis. Only physician restrictions and accommodation suggestions will be shared with supervisors or other staff, as appropriate.

An interactive discussion (ADA interactive process) will occur among the employee, their supervisor, and Human Resources – Employee Relations to review accommodation requests and potential reasonable accommodations.

4. Step 4 – Reasonable Accommodation

Reasonable accommodations are designed to meet the needs of both the employee and the University. Examples may include:

- Purchase of office equipment

- Modification of work schedules
- Reduction or elimination of non-essential job functions.
- Providing interpreters or other accessibility services.

5. Step 5 – Determination

Although employees provide input, the University ultimately determines what constitutes reasonable accommodation on a case-by-case basis.

- The University may request additional independent medical evaluations or other relevant information at the University's expense.
- Specific accommodation requests may not always be granted if there are alternative means to achieve the same result.
- The accommodation does not need to be the most expensive, ideal, or the exact accommodation requested, as long as it is effective.
- The University is not required to provide accommodation that are primarily for personal use.

6. Step 6 – Accommodation Plan

Human Resources – Employee Relations will prepare an Accommodation Plan, which will be signed by the employee and supervisor.

Each party retains a copy, and a signed copy must be returned to Human Resources – Employee Relations.

Accommodation plans may be revised if the job description changes or the employees' circumstances change. Employees should request a review in these situations.

7. Grievance Procedure

If an employee is dissatisfied with the accommodation provided or has been denied an accommodation, they may file a complaint with the University of Nebraska ADA/504 Compliance Officer under the ADA – Americans with Disabilities Act and Section 504 Grievance Procedures. [Americans with Disabilities Act – Section 504 Grievance Procedures.pdf](#).