

ADA Accommodation Process

Step 1 – Contact Human Resources – Employee Relations

For information on how to request a reasonable accommodation, contact Human Resources-Employee Relations at employeerelations@unmc.edu.

Step 2 – Documents You Will Need

Human Resources – Employee Relations will provide the following 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

Step 3 – Discussing Your Plan

Documentation is reviewed by Human Resources – Employee Relations to determine if a disability is eligible for an accommodation under the ADA. Other related information, such as the employee’s job description, may be requested. Physician documentation will be required to substantiate the need for an accommodation, however, medical diagnosis information received is confidential and will be shared with Human Resources-Employee Relations on a need to know basis. The physician medical diagnosis will not be shared with others (only physician restrictions and accommodation suggestions will be shared).

Discussions will take place (ADA interactive process) between the employee, supervisor, and Human Resources – Employee Relations to review employee accommodation requests and potential reasonable accommodations.

Step 4 – Reasonable Accommodation

Reasonable accommodations are aligned to meet the needs of the employee and employer. Reasonable accommodations may include the purchase of office equipment, modification of work schedule, reduction or elimination of a non-essential job function, providing interpreters etc.

Step 5 – Determination

Even though the individual provides input concerning the accommodation process, the University will determine what constitutes a reasonable accommodation on a case by case basis and reserves the right to request additional independent medical examinations, evaluations or other appropriate information at the expense of the University. Specific request for accommodation may not necessarily be granted if

there are other effective means of achieving the same result. An accommodation need not be the most expensive or ideal accommodation, or may not be the specific accommodation requested by the employee so long as it is effective. In addition, the University is not required to provide accommodations that are primarily for personal use.

Step 6 – Accommodation Plan

Human Resources – Employee Relations will create and provide an Accommodation Plan to the employee and supervisor to sign. Each will keep a copy of the Accommodation Plan and will provide Human Resources – Employee Relations with a signed copy as well. Accommodation plans are subject to change if the job description changes or the employee’s circumstances change. At that time, the employee needs to request a revision and the current accommodation plan will be reviewed and changed to reflect those circumstances.

Grievance

If an employee is not satisfied with the reasonable accommodation selected or has been denied accommodation, they may file a complaint to the University of Nebraska ADA/504 Compliance Officer [ADA - Americans with Disabilities Act and Section 504 Grievance Procedures](#).