

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	
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**AMERICAN WITH DISABILITY ACT AND SECTION 504 GRIEVANCE PROCEDURES
UNIVERSITY OF NEBRASKA**

The University of Nebraska Medical Center (UNMC) has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Sections 503 or 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132). Section 202 states, in part, that “no individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.”

Complaints should be addressed to: ADA/504 Coordinator, Human Resources-Employee Relations, 985470 Nebraska Medical Center, ADC 2000, Omaha, NE 68198-5470, 402-559-7394, who has been designated to investigate complaints under the ADA and the Rehabilitation Act.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged exclusion from participation in or denial of benefits of the services, programs, or activities of UNMC or discrimination by UNMC. Complaints may also be made verbally to the ADA/504 Compliance Officer.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged circumstances. (Later complaints may be considered on a case-by-case basis.)
3. An investigation will follow a filing of complaint. The investigation will be conducted by the ADA/504 Coordinator or their designee. Investigations will be informal but thorough and appropriate for the circumstances, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written summary of the complaint, results of the investigation, and a description of any proposed resolution, will be issued by the ADA/504 Coordinator or their designee and a copy forwarded to the complainant, the appropriate campus authority, and the Chancellor no later than 30 calendar days after its filing.
5. The ADA/504 Coordinator’s Office will maintain all files and records relating to any filed complaint and resulting investigation.
6. A complainant may request a reconsideration of the case when dissatisfied with the resolution. The request for consideration must be made within 10 working days to the Chief Compliance Officer (System-wide ADA/504 Coordinator), 222 Varner Hall, 0742, V/TDD (402) 472-8404.
7. This grievance procedure will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that the University of Nebraska Medical Center complies with Section 504, and the ADA and their implementing regulations.