University of Cincinnati
ADA ACCOMMODATION REQUEST PROCEDURES

Questions regarding the procedure outlined below or about an accommodation request should be directed to UC Human Resources (HR) (513-556-6381).

This Procedure Applies to:

- An employee currently at work
- An employee upon return to work following a leave of absence - work-related or not

Procedure Overview:

1. An employee may request accommodation verbally or in writing from the supervisor or department manager.
   a. If an employee is uncomfortable approaching the supervisor or department manager at any point in this process, the employee may choose to speak in confidence with the Sr. Leave Administrator or the Office of Equal Opportunity and Access if the Sr. Leave Administrator is unavailable.
   a. A request may use ‘every day’ language or ADA language.

2. If the request is made to the supervisor or department manager, the supervisor or department manager refers the employee to review ADA procedure information posted on the Human Resources (HR) website, http://www.uc.edu/hr/equal_opportunity/ada.html and directs the employee to call UC Human Resources at 513-556-6951.

3. UC Human Resources encourages the employee to complete the “Employee Request for Reasonable Accommodation” form and to discuss the need for accommodation with his/her treating medical provider. The employee is also encouraged to provide job description information to his/her treating provider when identifying accommodation needs. The form is available on the HR website.

4. UC Human Resources will direct the employee to obtain treating provider documentation (verifying disability, functional limitations, duration of disability, and recommendations for required job-related accommodations) and to call the UHS Holmes clinic at 513-584-4457 to schedule either a return to work with restrictions or an accommodation evaluation appointment. The employee is to provide the treating provider documentation at the time of the UHS appointment.
5. The employee will be evaluated by a UHS medical care provider who will determine if the employee has work restrictions or an accommodation need.
   a. UC HR will provide the UHS medical care provider with all job and disability related documentation received.
   b. If the UHS medical care provider determines that the employee has work restrictions or an ACCOMMODATION NEED EXISTS, the UHS medical care provider will complete the UHS “Return to Work OR Accommodation Request” form. Proceed to Step 6 below for additional information.
   c. If the UHS medical care provider determines the employee does not have an accommodation need, he/she is released to return to work without restrictions.
   d. If the UHS medical care provider determines additional documentation or clarification is needed in order to complete the UHS evaluation, the employee will be asked to provide additional treating provider documentation to clarify functional limitations, disability duration, and/or specific accommodations needed.

It is the responsibility of the employee to provide necessary medical care provider documentation to verify the disability and duration at the time of the UHS visit. The documentation provided should include the employee’s condition, the employee’s functional limitations/work restrictions and duration, and accommodation recommendations for work alterations or modifications that would enable the employee to perform the essential functions of his/her job.

**IF EMPLOYEE HAS ACCOMMODATION NEED:**

6. UHS provides a copy of the Return to Work OR Accommodation Request form to the employee. The employee returns to the workplace to engage in an interactive dialogue with the supervisor or department manager about the specific impact of the condition on the job and to determine a reasonable accommodation.

7. If immediate accommodation is possible, the employee returns to work and is provided an effective reasonable accommodation. Supervisor or department manager completes the Response Section of the Return to Work OR Accommodation Request form acknowledging/describing the accommodation and faxes the response to UC Human Resources at 513-558-0676. A copy of the Return to Work OR
Accommodation Request form is provided to the employee and a copy is retained in the department file.

8. If immediate accommodation is not possible, the supervisor or department manager informs the employee that an immediate accommodation is not available and the employee will remain off work pending any further review and analysis of accommodation needs and options. Employee must use any sick time he/she has available. If the employee has no sick time he/she may use vacation or unpaid time. FMLA may also apply.

   a. Supervisor or department manager completes the Response Section of the Return to Work OR Accommodation Request form indicating “the restrictions are inconsistent with essential functions of the job and the employee will not be returning to work at this time. I will need assistance to determine whether or not I can accommodate this employee.” The supervisor or department manager faxes the response to UC Human Resources Sr. Leave Administrator at 513-558-0676.

   b. Immediately the supervisor or department manager should consult with the Dean/Department Head/Administrative Office and UC Human Resources (Sr. Leave Administrator) to discuss possible accommodation needs in relation to the essential functions of the job. UC Human Resources (Sr. Leave Administrator) and UHS, if applicable, will assist the department in their analysis.

      i. If the department determines that an effective reasonable accommodation is available and appropriate for the workplace environment, the supervisor or department manager documents and discusses the provided accommodation with the employee and schedules the employee’s return to work.

      ii. If the department is not able to accommodate the employee’s request: UC Human Resources (Sr. Leave Administrator) will schedule an ADA committee meeting. The supervisor or department manager is responsible for notifying his/her Dean/Department Head/Administrative Office of the pending denial prior to contacting UC Human Resources.
9. The ADA committee will meet, review the determination and assessment and provide direction.

10. Decisions made by the ADA committee are final.

11. The supervisor or department manager is responsible for ongoing open communication with the employee during all stages of the process.

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ADA COMMITTEE MEMBERS or designee:

HR, Benefits Administrator
UHS, Medical Care Provider
HR, Sr. Director of Labor Relations & Policy Development
HR, Director of Benefits
Director of the Office of Equal Opportunity and Access
HR, Business Partner
HR, Sr. Leave Administrator
Employee Home Department Administrator
UC General Counsel Representative (as needed)