

Eastern Illinois University

EMPLOYEE ACCOMMODATION PROCEDURE [ADA Accommodation Form](#)

In compliance with the Americans with Disabilities Act (ADA) of 1990 and the Rehabilitation Act of 1973, it is the policy of Eastern Illinois University that no person shall be denied, forbidden, or limited access to the various programs or services of the University, or employment on the basis of disability.

DEFINITIONS

"DISABILITY" includes a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. Major life activities include caring for oneself, performing manual tasks, walking, sitting, standing, lifting, reaching, seeing, hearing, speaking, breathing, learning and working.

"QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

"REASONABLE ACCOMMODATION" includes any modification to the job or work environment to enable an employee to perform the essential functions of the job in question.

REASONABLE ACCOMMODATION

It is the intention of Eastern Illinois University to hire, employ or promote the best qualified candidate, whether disabled or not. When requested by an otherwise qualified employee with a disability to do so, the University is prepared to modify or adjust the job or work environment to make "reasonable accommodation" to the known physical or mental limitations of the employee to enable the employee to perform the essential functions of the position in question unless the accommodation would impose an undue hardship on the operation of the University business.

A reasonable accommodation may include: Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; restructuring jobs by reallocating or redistributing marginal job functions; altering how or when an essential job function is performed; modifying or making work schedules part-time; reassigning employees with disabilities to vacant positions; acquiring or modifying equipment or tools; permitting use of accrued leave or leave without pay for necessary medical treatment; providing reserved parking for employees with mobility impairments; allowing employees to provide equipment or devices that the University is not required to provide; and other similar accommodations. Each request for an accommodation will be evaluated on a case-by-case basis.

The University is not required to offer or provide an accommodation or to continue to employ the individual with a disability when: an employee with a disability is not otherwise qualified to perform a particular job; reasonable accommodation would not overcome the effects of a person's disability; reasonable accommodation would cause undue hardship to the University; or an employee would still pose a direct threat of substantial harm to the health or safety of the employee or others.

REQUESTS BY EMPLOYEES FOR REASONABLE ACCOMMODATION

To request a reasonable accommodation an employee must request a [REASONABLE ACCOMMODATION REQUEST FORM](#) from his/her supervisor or the ADA Coordinator. The completed form can be sent thru campus mail to ADA Coordinator, Human Resources or thru US Mail to Eastern Illinois University, ADA Coordinator, Human Resources, Charleston Illinois 61920-3099 with the word CONFIDENTIAL marked on the envelope.

The form allows the employee to identify the disability, identify the essential job functions that are affected, suggest reasonable accommodations for consideration, identify personal items they are willing to provide or utilize, and identify health care providers who have information or documentation concerning the disability. Secretarial or other assistance in preparing the request will be provided by the University if the need is due to his or her disability.

An otherwise qualified employee who identifies themselves as having a disability and requests reasonable accommodation may be required to provide documentation, including medical records, sufficient to establish the existence of the claimed physical or mental impairment and the need for accommodation. The ADA Coordinator or designee may make such a request when the need for an accommodation is not obvious or when otherwise appropriate. The [REASONABLE ACCOMMODATION REQUEST FORM](#) includes a statement authorizing the University to obtain medical records concerning the disclosed disability. All documentation received by the University will become the property of the University and will be treated as confidential.

The University may require an employee to undergo further testing and/or evaluation by medical personnel retained by the University to verify or establish the claimed disability and the need for accommodation and to provide a basis upon which a reasonable accommodation can be developed or implemented. The cost of such evaluation and testing will be paid by the University. All documentation related to such testing and/or evaluation shall be the property of the University and will be treated confidential.

The ADA Coordinator, individually or in consultation with medical or other personnel retained by the University, will determine whether the University considers the employee to be disabled. If the University determines that the employee is not disabled, the employee will be advised in writing by the ADA Coordinator that the request for reasonable accommodation is denied.

Within the guidelines of this procedure, once an employee has requested reasonable accommodation and is determined to be disabled, an assessment of the essential job functions that the employee is capable of performing will be made based on the individual's precise job-related abilities and functional limitations and whether and/or how reasonable accommodation would enable the employee to overcome those limitations and perform all of the essential job functions of the position. This assessment shall be made by the ADA Coordinator, individually or in consultation with the appropriate area supervisor or medical or other personnel retained by the University. In making this assessment, the ADA Coordinator or designee shall consult with the employee regarding the precise job-related physical or mental limitations imposed by the disability, potential reasonable accommodations to overcome those limitations and the effectiveness of various accommodations in enabling the employee to perform the essential functions of the position.

A determination of whether and/or what reasonable accommodation will be offered to the employee will be made by the University. This determination shall be the responsibility of the ADA Coordinator or designee, individually or in consultation with medical or other appropriate personnel. In making the determination of what reasonable accommodation will be offered, the ADA Coordinator or designee will consider but not be bound by the input and preference of the employee.

The employee will be notified in writing by the ADA Coordinator of the University's decision regarding providing reasonable accommodation.

REJECTION OF REASONABLE ACCOMMODATION BY EMPLOYEE

If an employee with a disability rejects a reasonable accommodation, aid, service, opportunity or benefit that is necessary to enable the employee to perform the essential functions of the position desired or held, the employee will not be considered a qualified individual with a disability.

MISCELLANEOUS PROVISIONS

Reasonable accommodation does not negate requirements for good job performance, adherence to generally acceptable standards of behavior and adherence to supervisory instructions.

An employee with a disability who is reassigned to a vacant, lower graded position as an accommodation will receive the salary or wages of the lower graded position.

"Essential job functions" are those functions that are bona fide requisites of the position, as determined by objective criteria such as the fundamental tasks that must be accomplished to do the job, the amount of time required to be spent on the tasks and the relevance of the tasks to the mission of the department. Determinations regarding which job functions are essential will be based on the job description in question.

Accommodations will not be offered that would impose "undue hardship" on the operation of the University's business. An accommodation that would be unduly costly, extensive, substantial or disruptive or that would fundamentally alter the nature or operation of the University's business would impose such an "undue hardship". If the University determines that it would be an undue hardship to offer an accommodation, the employee or applicant requesting the accommodation may be given the option of providing the needed accommodation or paying that portion of the cost which constitutes the undue hardship.

The University will also deny employment opportunities to an employee when no reasonable accommodation exists that would either eliminate or reduce to an acceptable level any significant, direct threat of substantial harm that an employee with a disability would pose to the health or safety of that employee or others.

An employee who has a complaint about the application of this procedure should contact the ADA Coordinator.