



## Albany State University ADA Workplace Accommodations Procedures

### ADA Process for Workplace Accommodations within the Current ASU Position

1. An employee is identified or self-discloses a disability.
2. A representative from Human Resources consults with the employee to advise the employee of applicable benefits and rights related to the nature of the disability (Worker's Compensation, FMLA, ADA, STD, LTD, etc.) if applicable, the employee is advised of ADA rights and given appropriate paperwork upon employee request for accommodations.
3. Human Resources forwards documents to the treating physician(s). Documents include:
  - a. ADA Forms – Health Information Release Waiver for Consideration of ADA Accommodations and Medical Request of ADA Accommodations Forms.
  - b. Current Job Descriptions (verified by supervisor)
4. Upon receipt of the medical documentation, representatives from Human Resources consults with the Compliance Officer to discuss the details of the circumstances and documentation to devise a plan of action (each is done on a case-by-case basis). Objectives:
  - a. Review the current job description and determine the impact of the limitations on the job performed by the employee.
  - b. Determine whether the employee can perform the essential functions of the job (with or without accommodations) based on medical certification.
  - c. Identify possible accommodations (on or off the job).
  - d. Request additional information as needed from physician(s) and/or employee if clarity is needed.
5. A meeting is held with representatives from Human Resources, the Compliance Officer, and the employee's supervisor to review and discuss the plan of action.

#### Objectives:

- a. Update the supervisor on the ADA guidelines as needed and the request for accommodation submitted by the employee.
  - b. Identify the essential functions of the job and whether the employee can perform them with or without reasonable accommodations.
  - c. Discuss possible modifications/accommodations and whether they are deemed reasonable for the institution. Identify fund sources, as needed.
  - d. Obtain feedback from the supervisor. If necessary, work towards a consensus in the plan of action to insure compliance with ADA guidelines.
  - e. Advise the supervisor as needed on strategies for continuous productivity in the department as it relates to employment and budgetary issues.
  - f. Arrange follow up meetings as necessary.
6. Representatives from Human Resources and the Compliance Officer meet with the employee to discuss the plan of action.
    - a. The employee's questions/concerns are addressed and additional feedback from the employee may be obtained, if necessary.
    - b. Arrange follow up meetings as necessary.



7. Accommodations are implemented. Management submits ADA Reasonable Accommodations Reporting Form.

#### **ADA Process for Workplace Accommodations Requiring Reassignment**

1. An employee is identified or self-discloses a disability.
2. A Human Resources representative consults with the employee to advise the employee of applicable benefits and rights related to the nature of the disability (Worker's Compensation, FMLA, ADA, STD, LTD, etc.). If applicable, the employee is advised of ADA rights and given appropriate paperwork upon employee request for accommodations.
3. Human Resources forwards documents to the treating physician(s). Documents include:
  - a. ADA Forms- Health Information Release Waiver for Consideration of ADA Accommodations and Medical Request for ADA Accommodations Forms.
  - b. Current Job Description (verified by the supervisor).
4. Upon receipt of the medical documentation, Human Resources and the Compliance Officer review documentation and devise a plan of action (each is done on a case-by-case basis). If it is determined that an employee can return to work, but cannot perform the essential functions of the current job, then the following objectives are pursued:

#### **Short-term plan**

- a. Identify any job skills and abilities that that the employee possess to help with temporary placement.
- b. Identify whether there are any available positions or projects at Albany State University where the employee can be placed on a temporary basis in the following order, preferably:
  - i. Within the department
  - ii. Within the position
  - iii. With Albany State University in general
- c. Determine whether the employee can perform the essential functions of the temporary job assignment based on medical certification.
- d. Identify possible accommodations (if needed)
- e. Request additional information with physician(s) and/or employee if clarity is needed.
- f. Work with management to address issues relating to job classification, salary, and budgetary impact of placement.

#### **Long-term or permanent plan**

- a. Identify any job skills that the employee possesses to help with other ASU employment opportunities
- b. Identify training opportunities that the employee has access to through ASU or other agencies that provide services related to disability and employment-related issues.
- c. Identify whether there are any vacant positions at ASU that the employee qualifies (as detailed above)
- d. As a part of the process for determining qualifications, determine whether the employee can perform the essential functions of the job(s) identified (based on medical certification)



- e. Identify possible accommodations (if needed)
  - f. Request additional information with physician(s) and/or employee if clarity is needed.
  - g. If there are no opportunities available within the university, explore other employment opportunities and/or provide employment-related resources.
5. A meeting is held with representatives from Human Resources, the Compliance Officer, the employee's current supervisor, and the supervisor of the new position, if applicable, to review and discuss the plan of action.
- Objectives:
- a. Update the supervisor on the ADA guidelines as needed and the request for accommodation submitted by the employee.
  - b. Identify the essential functions of the new position and whether the employee can perform them with or without reasonable accommodations. The job description is reviewed and approved by the supervisor.
  - c. Discuss the possible modifications/accommodations and whether they are deemed reasonable for the institution.
  - d. Obtain feedback from the supervisors. If necessary, work towards a consensus in the plan of action to insure compliance with ADA guidelines.
  - e. Resolve issues relating to job classification, salary, and budgetary impact of placement.
  - f. Arrange follow up meetings as necessary.
6. Representatives from Human Resources and the Compliance Officer meet with the employee to discuss the plan of action.
- a. The employee's questions/ concerns are addressed and additional feedback from the employee may be obtained, if necessary.
  - b. Arrange follow up meetings as necessary.
7. Accommodations are implemented. Management submits ADA Reasonable Accommodation Reporting Form.