

## Reasonable Accommodations for Employees and Applicants

Effective:

Contact: University Human Resources (UHR)

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### Introduction

This policy explains the University's administration and facilitation of the interactive process to identify reasonable accommodations.

### Policy Statement

#### Purpose

Iowa State University is committed to creating an inclusive environment for employees, and recognizes disability as a valued component of diversity.

It is the policy of Iowa State University to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment or current employees of ISU.

Iowa State University is compliant with state and federal law.

#### Who Should Know

This policy applies to all Iowa State University employees. [Additionally, this policy applies to all applicants for employment during the job application process.](#)

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[Further](#), supervisors and human resources employees have roles in creating an inclusive environment by identifying requests, providing resources, and engaging in the interactive process for reasonable accommodation.

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#### Requesting Accommodation

University Human Resources (UHR) encourages early engagement in requesting accommodations for a disability. Applicants and employees may request accommodation at any time during the application process or course of employment.

Applicants for employment and current employees are responsible for requesting a reasonable accommodation from their supervisor or UHR. Generally, requests for reasonable accommodation are made to human resources, the UHR Leave and Accommodation Coordinator, or the employee's supervisor. Applicants for employment and current employees are also responsible for providing documentation of the disability from their health care provider to UHR in order for UHR to determine if it is a qualifying condition. Employees with a disability or accommodation have the same performance and conduct standards as employees without a disability or accommodation.

When an employee changes positions within the University, reasonable accommodations from the previously held position will be reassessed in the next position as the essential functions of the next position may be different. Employees are responsible for contacting UHR to request accommodation in their next position.

#### **Interactive Process**

UHR coordinates the process of reasonable accommodations to maintain consistency across the University.

The interactive process is initiated after an accommodation request is made and documentation of the request and necessary medical documentation is submitted to UHR. Supervisors or human resources employees who receive a request for an accommodation must contact the UHR Leave and Accommodation Coordinator to begin the interactive process.

The process includes the requesting applicant or employee, the applicant's or employee's health care provider's recommendations, the supervisor, appropriate departmental or University personnel, and UHR working together through an individualized assessment to identify and implement reasonable accommodations that are effective and do not impose undue hardship. If consensus is not reached on a reasonable accommodation, the Leave and Accommodation Coordinator will make a final determination [on behalf of the University](#). When necessary, UHR may contact the applicant's or employee's health care provider to seek additional or clarifying information.

If the requesting applicant or employee disagrees with a decision regarding an accommodation request, they may submit a written appeal stating the reason for the disagreement to the Office of Equal Opportunity within 30 calendar days of the date of the decision.

#### **Providing Accommodation**

Accommodation requests will be coordinated through UHR to ensure the applicant or employee is a qualified individual with a disability and the accommodation is determined to be reasonable through the interactive process.

An accommodation may be provided as long as it remains reasonable and does not create an undue hardship. [In making this determination,](#) the cost of the accommodation should not be disproportionate to the benefit. Additional review and adjustment of the workplace accommodations may occur.

An employee is not required to accept an accommodation; however, if the employee rejects a reasonable accommodation necessary to perform the essential functions of their position and cannot, as a result of that rejection, perform the essential functions of the position, the employee may not be considered a qualified individual with a disability.

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### **Confidentiality**

UHR maintains confidentiality of medical information obtained through the request for reasonable accommodation process [and such records shall not be released except as required by law](#). Supervisors will be made aware of limitations and proposed accommodations but will not have access to the documentation of disability.