

## Requesting accommodations as an employee

This summarizes the process by which an individual makes an accommodation request that is related to a limitation from a disability that is interfering with their ability to access their program that is separate from an academic accommodation request. This is not a university policy document. For university policy, refer to <https://employeedisabilities.wisc.edu/disability-accommodation-policies/>.

An employee:

- Can make an accommodation request at any time during their employment.
- May involve a friend or advocate in the interactive disability accommodation process
- Should document their request on the Disability Accommodation Request Form
- Is responsible for providing medical documentation that verifies a disability
- Submit Disability Accommodation Request Form and medical documentation to the respective Divisional Disability Representatives (DDRs):  
<https://employeedisabilities.wisc.edu/divisional-disability-representatives-ddr/>
- The employee, supervisor and/or DDR may consult with the Employee Disability Resource (EDR) office for guidance and assistance at any time during the interactive process: <https://employeedisabilities.wisc.edu/disability-coordinator/employment/>

### *Interactive Process*

The DDR will evaluate the accommodation request working with the employee and others, as needed, and make an individualized assessment to identify the work-related limitations resulting from the disability, how the limitations are impacting the employee's ability to perform the essential duties of their position or access a benefit of employment and the potential reasonable accommodations that may be effective. The DDR may need to gather information from others (e.g. supervisor, treating specialist) in order to identify possible reasonable accommodations. Job Accommodation Network (<https://askjan.org/soar.cfm>) is a useful resource for finding reasonable accommodations.

If the DDR needs to share confidential medical information with the supervisor in order to identify possible reasonable accommodations, they will only share very basic information that is essential for the supervisor to know. The DDR will remind the supervisor of the requirement that confidential information cannot be shared with others.

### *Accommodation Decisions*

The DDR will notify the employee with a decision about their accommodation request by sending a letter to the employee, copying the supervisor and EDR Office. If a request was modified from what the employee specifically requested, or if the request was denied, the DDR will include the reason for the modification or the denial in the letter and include a copy of the Appeal Process with the ADA co-ordinator.

The DDR will file the original Accommodation Request Form and a copy of the decision letter in the division's confidential medical files, separate from the departmental or divisional personnel file and provide copies of both to the EDR Office.

**Americans with Disabilities Act** (ADA) of 1990, as Amended: is a civil rights law that prohibits discrimination based on disability. <https://www.ada.gov/pubs/adastatute08.htm>

**Title I** No covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment

**Title II** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

**Confidentiality:** Access to confidential medical information is restricted under the ADA. Even the fact that an employee has a reasonable accommodation can be considered confidential. All information will be kept in the division's confidential medical file separate from the personnel file and will only be shared on a need to know basis with others.