

ACCOMMODATING EMPLOYEES WITH DISABILITIES

An Overview for Faculty, Administrators, and Staff

Employees

Employees wishing to request accommodations should identify themselves to the Executive Director of Human Resources. Employees will need to complete a request form, obtain any necessary diagnostic evaluations, and provide documentation of a disability requiring accommodation. If an accommodation is approved, an employee should notify the Executive Director of Human Resources if the accommodation is not provided.

Executive Director of Human Resources

Upon an employee's request for accommodation, the Executive Director of Human Resources (or designee) will meet with the employee to discuss the request and the documentation needed to evaluate the request. The Executive Director of Human Resources (or designee) should provide the employee with W&L's accommodation policy and procedures and documentation guidelines to assist the employee's diagnosing/treating professional. The Executive Director of Human Resources (or designee) evaluates and maintains all disability records. The Executive Director of Human Resources (or designee) determines eligibility for accommodations and specifies approved accommodations to the employee's supervisor or department head, consulting, as he/she deems necessary, with the employee's supervisor/department head, and/or other professionals. The Executive Director of Human Resources (or designee) is available to supervisors and department heads for consultation on implementing approved accommodations.

Supervisors/Department Heads

Supervisors/Department Heads provide disability accommodations approved by the Executive Director of Human Resources (or designee), upon receipt of a letter or memo from the Executive Director of Human Resources (or designee). Supervisors/Department Heads receiving an unapproved request for disability accommodation should refer the employee to the Executive Director of Human Resources.

President

The President or designee resolves conflicts in the provision of accommodations, or their denial, that the employee cannot resolve with the Executive Director of Human Resources (or designee.)