

FAQ'S *(continued)*

Q. Can an employer be required to reallocate an essential function of a job to another employee as a reasonable accommodation?

A. No. An employer is not required to reallocate essential functions of a job as a reasonable accommodation.

Q. Who will have access to my ADA request information?

A. University Human Resources Benefits Office and the employee's supervisors or managers will only disclose confidential information regarding the employee's or applicant's accommodation request as necessary to implement the request.

Q. How do I request a reasonable accommodation? What is the process?

A. Please visit EMU's University Human Resources/Benefits webpage to access the Reasonable Accommodation Policy & Procedures or contact the Benefits Office at 734-487-3195 or hr_benefits@emich.edu.

POLICY SCOPE

The provisions of the EMU Reasonable Accommodations policy and procedures apply to all Eastern Michigan University sites, including all EMU employees and individuals (applicants) seeking employment with EMU.

ADDITIONAL RESOURCES

EMU Benefits Office
emich.edu/hr/benefits/

EMU Office of Diversity & Affirmative Action
emich.edu/hr/diversity/

ADA Homepage
ada.gov/

EEOC Homepage
eeoc.gov/

Office of Disability Employment Policy
dol.gov/odep/

CONTACT INFORMATION

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Eastern Michigan University



Americans with Disabilities Reasonable Accommodation

Quick-Reference Guide

INTRODUCTION

The American with Disabilities Act, As Amended, (ADAAA) prohibits employment discrimination on the basis of disability and requires employers to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants of employment. The Equal Employment Opportunity Commission (the Commission responsible for enforcement of Title I of the ADA) issued its final revised Americans with Disabilities Act (ADA) regulations and accompanying interpretive guidance in order to implement the ADA Amendments Act of 2008.

POLICY

Eastern Michigan University (EMU) will provide a collaborative, welcoming and supportive culture where differing ideas, behaviors and backgrounds contribute to the educational experience that includes a global and multicultural perspective enhancing the individual, society, and the world. It is EMU's policy to fully comply with the American with Disabilities Act and its rules regarding reasonable accommodations. This manual sets forth the procedures to be used when considering the provision of reasonable accommodation to employees and applicants with disabilities.

EMU seeks to fairly and consistently accommodate employees with disabilities as provided in the Americans with Disabilities Act. Any information obtained for these purposes will be used only for the purpose outlined and will be kept confidential.



FREQUENTLY ASKED QUESTIONS (FAQ's)

Q. What is a disability (as defined by the ADA)?

A. An impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

Q. What is a "reasonable accommodation?"

A. Reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

Q. What are some of the accommodations applicants and employees may need?

A. Examples of reasonable accommodation include making existing facilities used by employees readily accessible to and usable by an individual with a disability; restructuring a job; modifying work schedules; acquiring or modifying equipment; providing qualified readers or interpreters; or appropriately modifying examinations, training, or other programs. Reasonable accommodations may also include reassigning a current employee to a vacant position for which the individual is qualified, if the person is unable to do the original job because of a disability even with an accommodation.

Q. How long does it take to receive a reasonable accommodation from the University?

A. Once an accommodation is approved, Human Resources will contact the appropriate departments to engage in implementation. Due to the varying types of requested accommodations, the barriers that are being removed, and the limitation individuals experience due to a disability; the amount of time implementing an accommodation will vary. However, the University is committed to acting in an expeditious manner in carrying out this process.

Q. Must employers be familiar with the many diverse types of disabilities in order to make a reasonable accommodation?

A. No. An employer is required to accommodate only a "known" disability of a qualified applicant or employee. The requirement generally will be triggered by a request from an individual with a disability, who frequently can suggest an appropriate accommodation. Accommodations must be made on an individual basis, because the nature and extent of a disabling condition and the requirements of the job will vary in each case. If the individual does not request an accommodation, the employer is not obligated to provide one. If an individual cannot suggest an appropriate accommodation, the employer and the individual should work together to identify one.