

Georgia State University
ADA Employee Accommodation Policy and Procedure

Georgia State University is an equal opportunity employer. Qualified individuals with disabilities are welcome as employees at Georgia State. In order to provide equal access and opportunities to individuals with disabilities, reasonable accommodations may be needed. This document is designed to provide information on the process of obtaining reasonable accommodations for new and existing Georgia State University employees, including staff and faculty.

The Americans with Disabilities Act (ADA) prohibits discrimination in the workplace on the basis of disability and requires that employers provide reasonable accommodations to qualified individuals with disabilities. A reasonable accommodation refers to a change in the job or environment that allows a qualified employee with a disability to perform the essential functions of his or her job. Some examples of accommodations include:

- restructuring a job
- modifying work schedules
- providing interpreters
- redesigning work areas and equipment or acquiring new equipment
- ensuring facility accessibility to those with physical disabilities

Accommodations are made on a case by case basis, taking into account the type and severity of the disability and the specific job requirements involved. The University works with eligible employees to identify the most appropriate accommodation in a given situation. An accommodation need not be the most expensive or ideal accommodation, or the specific accommodation requested by the employee so long as it is effective. In addition, employers are not required to provide accommodations that are primarily for personal use. The University will work with eligible persons who prefer to provide their own accommodation to ensure compatibility with the University's systems.

Accommodation Process

1. Self-Identification

To receive an accommodation in the workplace, an employee with disability must first self-identify him or herself as having a disability. Voluntary Disclosure Forms are available in HR and online at www.gsu.edu/disability, in both screen-readable and PDF formats. An employer is not required to provide a reasonable accommodation until the employee has disclosed s/he has a disability, requested an accommodation and it has been determined by the University that the employee has a qualified disability as defined under the ADA. Submission of this information is voluntary. An individual may not have acquired a disability, or may not realize accommodations are needed, until after s/he is hired. An employee may self-identify him or herself as having a disability during the hiring process, when first hired or at any other time while employed by

Georgia State University. However accommodations are not retroactive. All information submitted about a disability will be maintained separately from personnel records and kept confidential in accordance with the ADA, except that (a) supervisors and managers may be informed regarding restrictions on the work or duties of qualified individuals with disabilities and necessary accommodations, (b) first aid and safety personnel may be informed, to the extent appropriate, if and when a condition might require emergency treatment; and, (3) government officials engaged in enforcing laws such as those administered by the Office of Federal Contract Compliance Programs or the Americans with Disabilities Act may be informed. The information provided will be used only in ways that are not inconsistent with Section 504 of the Rehabilitation Act.

- A. New Employees:** New employees may self-identify themselves to HR as having a disability when completing new hire HR paperwork or at any time thereafter by completing and submitting to HR a Voluntary Disclosure of Disability Form. Voluntary Disclosure of Disability Forms are available in HR and also online, in both screen-readable and PDF formats. HR will provide the employee with information about the University's Accommodation Policy and Procedures.

- B. Current Employees:** Current employees at Georgia State University may self-identify themselves as having a disability at any time. Voluntary Disclosure of Disability Forms are available in HR and also online, in both screen-readable and PDF formats.

HR will forward copies of the completed Voluntary Disclosure of Disability Form to the Office of Disability Services ("ODS") within five (5) working days of receipt. If no accommodations are being requested (i.e. if the employee submits a Voluntary Disclosure Form but no Accommodation Request Form), the paperwork will be placed on file in both HR and ODS and no action will be taken unless and until the employee requests an accommodation by submitting a completed Accommodation Request Form.

2. Request for Accommodation

If you require accommodations to perform your job duties properly and safely, you should advise your supervisor of your need and submit a completed Accommodation Request Form to the ADA Coordinator in HR. Upon receipt of a completed Accommodation Request Form, HR will contact your immediate supervisor and ask that he or she complete Job Analysis and Essential Function Analysis Forms within five (5) working days. Upon receipt of this completed documentation from your supervisor, HR will provide you with an ADA Medical Certification Form for completion and signature by your health care provider. You must then submit the completed and signed ADA Medical Certification Form to the ADA Coordinator in HR in a timely manner. The ADA Coordinator will forward copies of the submitted documents to ODS within five (5) working days and the paperwork will be placed on file in both HR and ODS. The HR ADA Coordinator and Director of ODS will then review all submitted documentation and determine whether the employee has a disability eligible for accommodations under the ADA. The Director of ODS and the HR ADA Coordinator will consult with the Office of Legal Affairs as necessary.

3. Notice to Employee

A. Notice of Determination - Employees eligible for accommodation under the ADA will be directed to schedule a meeting with the Director of ODS to discuss accommodation alternatives. Employees not eligible for accommodation under the ADA will be mailed written notice of this determination.

B. Notice of Insufficient Documentation - If an employee does not provide the required medical documentation in a timely manner, Human Resources ("HR") will mail the employee a reminder explaining that no accommodation can be provided until the required medical documentation has been submitted. The employee's immediate supervisor will be copied on this letter. If the employee does not respond to this notice in a timely manner by submitting the required medical documentation, HR will mail a second letter to the employee, copying his/her immediate supervisor, giving notice that accommodation cannot be provided due to insufficient documentation. If medical documentation is not submitted by the employee within six (6) months from the date of this second notice, then all information previously submitted will be placed in an inactive file and maintained according to the University's record retention guidelines.

5. Meeting to Discuss Accommodations

Once a determination is made that an employee has a disability eligible for accommodation under the ADA, the employee schedules a meeting with the Director of ODS. ODS will provide the employee with information regarding Disability Services' role in supporting employees with disabilities (e.g. reviewing documentation, determining eligibility and reasonable accommodations, and follow-up discussions with supervisors and employees as necessary, etc.). Possible accommodations will be identified during the meeting and the effectiveness of each accommodation will be discussed and assessed as needed. A visit to the employee's worksite by the Director of ODS to determine an appropriate accommodation may be required. The preferences of the employee with the disability will be taken into consideration and reasonable accommodation will be selected that meet the needs of both employee and employer.

6. Accommodation Agreement

Once accommodations have been identified and agreed upon by the employee and employer, these accommodations will be documented in an Accommodation Agreement prepared by ODS and signed by the employee and his or her supervisor.

7. Accommodation Implementation

After an Accommodation Agreement has been signed, the accommodation will be implemented as soon as reasonably possible. ODS will follow up with the employee and supervisor to confirm that the accommodation is effective. The employee should contact their supervisor and ODS for any further accommodation needs relating to the disability for which the employee has been determined eligible for ADA accommodation.

8. Appeals

If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled under the ADA or Section 504 of the Rehabilitation Act, the employee may appeal the decision to the head of HR within twenty (20) working days of the date of the decision.