

## ADA ACCOMMODATION REQUEST PROCEDURE FOR EMPLOYEES\*

1. Employee obtains a request form and reviews ADA definitions and request process with the ADA Coordinator for the University of Colorado Denver. The ADA Coordinator may be contacted at (303) 315-2724, by email at [becka.hill@ucdenver.edu](mailto:becka.hill@ucdenver.edu) or by mail at P.O. Box 173364, Campus Box A005/130, Denver, CO 80217-3364.
2. Employee takes the request form and a list of essential job functions to his/her medical provider. The essential job functions may be found on the job description, job posting or performance plan. The medical provider and employee complete and sign the request form and, as necessary, a limited medical release form.
3. Employee submits a request form to the ADA Coordinator, including the medical condition and limitation, the essential job function that is impacted, and a description of the accommodation requested. As needed, the employee should submit a second form that permits the ADA Coordinator to consult with the employee's medical provider. Signatures and contact information for both the employee and medical provider must be provided.
4. ADA Coordinator reviews the request form and, as necessary, confers with the employee and/or medical provider, to clarify the request. The ADA Coordinator facilitates the dialog between the employee and management to ensure appropriate consideration of the request.
5. Employee's department or other University management provides information to the ADA Coordinator to determine whether the request for accommodation creates an undue hardship or whether and how the accommodation can be provided. Employee's department generally must fund the request; there is no general university fund for this purpose.
6. ADA Coordinator informs employee whether or not the request has been granted and, if not, the reason. If the employee makes a supplemental request, the interactive dialog continues. If the request is granted, the ADA Coordinator will follow-up with the employee and responsible department to ensure the accommodation is made.

### BASIC INFORMATION ON THE AMERICANS WITH DISABILITIES ACT, as amended 2008

The ADA is a civil rights act that prohibits discrimination in employment and in participation in or receipt of benefits from programs, services, or activities against qualified individuals with disabilities. Under the ADA, employers are required to make reasonable accommodation to qualified individuals with disabilities, applicants and current employees, to ensure equal access to employment opportunities, unless doing so would create an undue hardship for the employer.

**Disability** – With respect to an individual, “disability” means: (a) physical or mental impairment that substantially limits one or more major life activities, (b) a record of such impairment, or (c) being regarded as having such impairment.

**Essential job functions** – the major duties for which the job was created or exists. The essential job functions are determined by the employer and usually are listed in a written job description, job posting or performance plan.

**Major life activities** - includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working; and also includes the operation of a major bodily function such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. These lists are not exhaustive.

**Qualified individual with a disability** - an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

**Reasonable accommodation** – a modification or adjustment of policies, procedures, practices, or facilities that will enable a qualified person with a disability to perform the essential functions of a job or be able to participate in or receive the benefits of programs, services, or activities.

**Impairment** - an impairment is a disability if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population, considering, among other factors, the condition, manner, and duration of time needed by the individual to perform the major life activity.

**Undue hardship** – an action requiring significant difficulty or expense. Some factors considered when determining whether an accommodation would impose an undue hardship include: (a) the nature and cost of the accommodation; (b) the impact on operations, including the number of persons and financial resources; (c) the size, location, structure, functions, and proximity of the facilities and workforce.

*The Americans with Disabilities Act was amended effective January 2008. The acronym ADA is used here, but the definitions, form and process reflect the amended law and revised regulations. Employees may also wish to refer to the University's Accommodation Policy located at [http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/HR/DisabilityAccommodation.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/HR/DisabilityAccommodation.pdf) and the federal website at: [www.ada.gov](http://www.ada.gov).*

*Students seeking an accommodation should contact the Office of Disability Resources and Services. Downtown: 303-556-3450. AMC: 303-724-5640.*