

## Reasonable Workplace Accommodations



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### Procedure Statement

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In accordance with Title I, Employment, of the Americans with Disabilities Act (ADA) as amended, and System Regulation 08.01.02 *Civil Rights Protections for Individuals with Disabilities*, the university will not discriminate against any qualified person with a disability because of the disability of that person in such matters as job application procedures, hiring, advancement or discharge practices, compensation, job training, or other terms, conditions, and privileges of employment.

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### Definitions

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The ADA defines an individual with a disability as a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1. This standard administrative procedure establishes procedures for employees and applicants for employment to request hiring process or job modifications or accommodations in accordance with *System Regulation 08.01.02*.
- 1.2. Employees may be asked to provide reasonable documentation from an appropriate health care or rehabilitation professional in order to determine the efficacy and reasonableness of the requested modification or accommodation if the disability is not obvious. Reasonable accommodation may not be possible if the requested information is not provided.
- 1.3. If a disability is apparent or obvious, applicants may be asked at the interview or pre-offer stage to demonstrate or to respond to a question regarding how they would perform a certain job task. At that time the applicant may be asked questions as to what accommodations would be necessary to complete the task.

## 2. RESPONSIBILITIES

- 2.1. The Director of Human Resources is responsible for coordinating and/or reviewing requests for disability-related modifications or accommodations for employees and applicants for employment.
- 2.2. Applicants for employment are responsible for notifying the Director of Human Resources if a modification or accommodation is needed during the hiring process.
- 2.3. Employees are responsible for notifying their supervisor or the Director of Human Resources of the need for a modification or accommodation related to a medical condition. They must also notify their supervisor or the Director of Human Resources of any changes in their medical condition that further affects their ability to perform the essential functions of their job, or any changes in the effectiveness of job modifications or accommodations provided.

## 3. REQUESTING A MODIFICATION OR ACCOMMODATION

### 3.1. Employees

- 3.1.1. Employees may make a request for a job modification or a reasonable accommodation to their supervisor or to the Director of Human Resources.

### 3.2. Immediate Supervisor

- 3.2.1. When an employee submits a request for modification or reasonable accommodation directly to his or her supervisor, the supervisor may grant the modification or accommodation. If granted, the supervisor should document the modification or accommodation provided and the duration of its provision. Supervisors may consult with the Director of Human Resources for staff expertise and guidance. This information must be kept confidential and separate from the employee's personnel file. An example of a supervisor approved accommodation would be a 'stand up' type monitor holder.
- 3.2.2. A supervisor may not deny a request for a job modification or reasonable accommodation without the review and prior concurrence of the Director of Human Resources.
- 3.2.3. If an employee or applicant provides information voluntarily regarding their disability, supervisors and hiring manager may only ask questions regarding the employee or applicant's need for accommodation and or functional limitation.
- 3.2.4. Supervisors are encouraged to complete the ADA for Supervisors Faculty (Course #2111125) every two years. Additional training may be provided by Human Resources.
- 3.2.5. Department heads are responsible for funding the accommodation, if approved.

### 3.3. Job Applicants

- 3.3.1. Individuals with a disability who need assistance in applying for a job should contact the university's Director of Human Resources.

### 3.4. Director of Human Resources

The Director of Human Resources has the following responsibilities:

- 3.4.1. Provide the employee with confirmation of receipt for any request for any ADA accommodation within 3 business days of receiving the request.
- 3.4.2. Communicate with the supervisor, employee or applicant for employment regarding the ADA accommodation request process and the interactive process for determining the efficacy and reasonableness of disability-related modifications or accommodations.
- 3.4.3. Determine if medical documentation is needed to evaluate a request for a disability-related modification or accommodation. Only documentation related to the existence of a disability and the necessity of a modification or accommodation may be requested.
- 3.4.4. Maintain a log of supervisors who have completed ADA training.
- 3.4.5. Review disability-related requests for modifications or accommodations, including appropriate documentation, and determine;
  - A. If the individual has a disability as defined by the ADA;
  - B. Whether or not the requested modification or accommodation is reasonable;
  - C. Whether or not the requested accommodation will enable the individual to complete the application process or meet the essential functions of the job;
  - D. Whether or not there are other reasonable accommodations that are equally effective.
  - E. Notify the employee or applicant for employment in writing of the determination.
- 3.4.6. Consult with the A&M System Director of Equal Opportunity if any questions arise about specific requests for modifications or accommodations.
- 3.4.7. The Director of Human Resources and the supervisor may jointly decide the feasibility and applicability of the request.
- 3.4.8. If job modification or accommodation is implemented, a periodic review of the modification or accommodation may be conducted by the Director of Human Resources to determine the continuation or discontinuation of the modification or accommodation. The employee is responsible for notifying the supervisor or the Director of Human Resources of any changes.
- 3.4.9. An employee has the right to appeal a decision in accordance with System

Regulation 08.01.01 Civil Rights Protection and Compliance.

3.4.10. Texas A&M University-Central Texas will maintain the confidentiality of all medical and ADA information. Records will be maintained in the Human Resources office separate from personnel files and will be accessible only by authorized personnel.

3.4.11. The Director of Human Resources may consult with the A&M System Director of Equal Opportunity about specific requests for modifications or accommodations.

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## **Related Statutes, Policies, or Requirements**

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[System Policy 08.01 Civil Rights Protections and Compliance](#)

[System Regulation 08.01.01 Civil Rights Compliance](#)

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## **Contact Office**

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Human Resources  
254-519-8016