

SUPERVISOR RESOURCE

GUIDE: AMERICANS WITH
DISABILITIES ACT &
REASONABLE
ACCOMMODATIONS

**DIVISION OF
EQUAL
OPPORTUNITY**



CONTACT

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Americans with Disabilities Act

OUR COMMITMENT

- UT Southwestern is committed to providing equal opportunities to qualified individuals with disabilities in all areas of the employment relationship, including without limitation application, recruitment, promotion, compensation, benefits, and training.
- The Division of Equal Opportunity helps resolve issues and provides information regarding services and accommodations for employees with disabilities. All employees should direct requests for accommodations to the Division of Equal Opportunity.

DID YOU KNOW?



26% of adults in the United States have some type of disability.

- Center for Disease Control and Prevention

DEFINITION OF "DISABILITY" OR "DISABLED"

- An individual who has a physical or mental impairment that substantially limits one or more major life activities, who has a record of such substantially limiting impairment, or who is regarded as having such substantially limiting impairment.
- Examples of major life activities include seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, concentrating, and working.

REASONABLE ACCOMMODATIONS

- The ADA requires employers to provide reasonable accommodations for the known limitations of qualified applicants and employees with disabilities.
- A "reasonable accommodation" is any modification or adjustment to a job, an employment practice, or the work environment that enables an individual with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by similarly situated individuals without disabilities.
- Accommodations vary depending upon the needs of the individual applicant or employee. Not all people with disabilities (or even people with the same disability) will need the same accommodation.

56%

Nearly 56% of workplace accommodations cost absolutely nothing to make, while the rest typically cost less than \$500.

- U.S. Department of Labor

WHAT DO YOU DO WHEN AN EMPLOYEE INFORMS YOU OF A POSSIBLE ADA DISABILITY?

The Division of Equal Opportunity determines eligibility and implements accommodations for all employees and applicants for employment at UT Southwestern.

Employees that request accommodations from their supervisors should be referred in writing to speak directly with the Division of Equal Opportunity.

Supervisors should also independently notify the Division of Equal Opportunity of the accommodation request.

Once the request for accommodation has been made, the Division of Equal Opportunity will engage in an interactive process with the employee, the employee's unit, and the employee's medical provider in order to identify possible accommodations.

NEED TO KNOW:

The law places strict limits on employers when it comes to asking job applicants to answer medical questions, take a medical exam, or identify a disability. For example, an employer may not ask a job applicant if they have a disability or about the nature of an obvious disability.

DISABILITY DISCRIMINATION & HARASSMENT

- Disability discrimination occurs when an employer treats a qualified individual with a disability who is an employee or applicant unfavorably because she has a disability.
- It is illegal to harass an applicant or employee because he has a disability, had a disability in the past, or is believed to have a disability. Harassment can include, for example, offensive remarks about a person's disability. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

RESOURCES

- **If you are an employee with a disability:** Qualified individuals with disabilities may seek reasonable accommodations from the Division of Equal Opportunity
- **If you are a supervisor:** Requests for information or assistance regarding your responsibility as a supervisor to make a reasonable accommodation for an employee or applicant should be addressed to the Division of Equal Opportunity
- **If you are a student with a disability:** You may request an accommodation in accordance with EDU-103 Learners with Disabilities.
- **If you are a resident or applicant for acceptance in any UTSW training program:** You may request an accommodation due to disability by contacting the Program Director and the Office of Graduate Medical Education.
- **If you are an applicant for employment:** You may request a reasonable accommodation during the hiring process by contacting the Division of Equal Opportunity.