



Department of Equity and Compliance

UAF 504/ADA Coordinator: Margo Griffith

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SIX STEPS for EMPLOYEE REASONABLE ACCOMMODATION v.8.3.18

1	<p>DISABILITY per ADA</p> <ul style="list-style-type: none"> · Was a request for accommodations submitted? · Is there sufficient medical documentation? · Is there a need to submit a list of specific questions regarding the nature, severity and duration to a medical professional? · Is the impairment permanent or of a long term nature? · Is there a limitation to a major life function? · What is the employee’s functional limitation?
2	<p>DISECT JOB FUNCTIONS</p> <ul style="list-style-type: none"> · What are the essential and marginal functions of the job? · What are the physical requirements? · What job tasks are problematic as a result of the limitation(s)? · What accessibility issues are problematic?
3	<p>INTERACTIVE PROCESS - DIALOGUE</p> <ul style="list-style-type: none"> · What are limitations listed by physician on ADA medical form? · What are the requested accommodations by the employee? · What are the suggested accommodations by the supervisor? · What are the suggested accommodations by the ADA Professional at DE&C? · Brainstorm possible solutions · Generate options
4	<p>DETERMINE ACCOMMODATION: ADA Professional</p> <ul style="list-style-type: none"> · Risk / threat threshold assessment · Analyze options · Choose the most effective accommodations
5	<p>DOCUMENT THE DECISION / FILE MANAGEMENT</p> <ul style="list-style-type: none"> · Proposed ‘Letter of Decision’ is drafted and discussed with UAF HR. Any cross-over with FMLA? · Medical information is confidential and stored separately from any other personnel files. · Ensure all worksheets, meeting notes and timeline are in the file.
6	<p>IMPLEMENTATION AND FOLLOW-UP</p> <ul style="list-style-type: none"> · ADA Professional delivers the accommodation decision · ADA Professional monitors to ensure accommodation is effective.

NOTE:

- ADA Requests are handled by UAF Department of Equity and Compliance for employees and visitors. Departments should not be providing accommodations that qualify under ADA.
- UAF Disability Services works with students: <https://uaf.edu/disabilityservices/>