**Employee’s Guide to Workplace Accommodations**

**The following guide provides information on how an employee may request a workplace accommodation.**

The University of Denver workplace accommodation initiative is a multi-phased approach that will utilize an empathetic and efficient process with embedded resources to provide individualized disability workplace accommodation and work/life support to all employees; individuals with apparent and non-apparent disabilities; those actively employed at the University and those who desire to return from a medical leave. This initiative will help to empower employees to be fully engaged to contribute to the University at their best level of capability.

**Step 1. How to Request a Workplace Accommodation**

 Email the ADA Coordinator at ADA.Coordinator@du.edu

 **OR**

Call 303-871-3941

In both cases, please leave your name and preferred contact information (email or telephone number) for follow-up for the ADA Coordinator within one business day.

The telephone and email message boxes are confidential and are only accessed by the ADA Coordinator.

**Step 2. Provide Requested Information**

The ADA Coordinator will forward two forms that you will be asked to complete:

1. the ADA Form A – Request for Reasonable Accommodation
2. The ADA Form B- Physician Questionnaire

 You are asked to provide a statement from your physician to outline what the underlying medical condition or injury which would be the basis for an accommodation. We may also ask you to provide written authorization to contact your physician directly for additional information, if that need should arise.

Your manager may be requested to provide information, such as a functional job description and details regarding the essential functions of the position, or to address the feasibility of proposed accommodations.

**Step 3. Working with the ADA Coordinator to Support Your Request**

 Engage in the “Interactive Process” with the ADA Coordinator.

The ADA Coordinator will review all information submitted and will work with you and others, as appropriate, to review your request.

The “Interactive process” will start with a conversation with you to discuss the request that has been submitted and gain an understanding of the level of impairment and the challenge(s) that you are experiencing. We will also discuss possible accommodations that may assist you.

As mentioned in Step 2, a part of the “interactive process” will likely include a discussion with the manager, as needed.

**Step 4: Determination regarding the Request**

The first factor to be determined is whether the individual is a “qualified individual” with a disability.

Another factor is whether the disability impacts you from performing essential functions of the job.

The final factor is what accommodation will permit the employee to perform their job duties that is not an undue hardship to the employer.

The ADA Coordinator will advise you in writing of the decision regarding your requested workplace accommodation.

If your request has been approved, an implementation plan will be set in place to support your needs. The ADA Coordinator will work with you as needed to facilitate your transition to work with a workplace accommodation.

If your request is not approved, an explanation for the basis of the denial and information on possible next steps may be offered.

**Step 5: Other Resources**

In the event of a FMLA matter that involves a personal medical leave, the ADA Coordinator’s office will collaborate with the Shared Services team, to assist with the transition back to the workplace with guidance from medical providers.

<https://www.du.edu/human-resources/hrpartners/leaves>

If you believe that your work is causing you pain or other medical problems you should seek medical treatment through the DU [Workers' Compensation Program](https://www.du.edu/human-resources/media/documents/workers_comp_release_form.pdf). The Loss Control Manager can be contacted at extension 17501.

You should also get an individual workstation evaluation to see if your workstation can be improved by identifying and reducing any ergonomic risks. Please contact the Environmental Health & Safety Manager, at extension 17501, to set up an appointment for an evaluation. Please provide the following information: name, phone number, building, room number, and a brief description of your concern.

<https://www.du.edu/ehs/general/ergonomics.html>

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