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Applies to: All employees and offices

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**Responsible Office**

**Office of Institutional Equity**

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**POLICY**

Issued: 04/01/2000  
Revised: 07/01/2003  
Transferred: 08/01/2019

The Ohio State University is committed to the full inclusion of all qualified individuals. As part of this commitment, the university will ensure that persons with disabilities are provided with reasonable accommodations.

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**PROCEDURE**

Issued: 04/01/2000  
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- I. If an employee is uncomfortable approaching the supervisor at any point in this process, the employee may choose to speak with his/her human resource representative or in confidence with the ADA Coordinator's Office.
- II. A request for accommodation is made to the supervisor.
  - A. A request can be made by the employee or by someone on the employee's behalf.
  - B. A request may use everyday language (illness, condition, help, changes, etc.) or "ADA language" (accommodation, disability, etc.).
- III. The supervisor, with input from the employee, identifies the employee's workplace accommodation needs. The supervisor will:
  - A. Discuss the needs with the employee who made the request;
  - B. Review the job description and identify the essential functions of the job;
  - C. Keep disability related information in a file separate from the individual's personnel file. Discuss it only with human resource staff, individuals who implement the accommodation, ADA Coordinator's Office, and individuals the employee identifies.
- IV. The Office of Human Resources Integrated Absence Management and Vocational Services and ADA Coordinator's Office, will determine if the employee has an accommodation need.
  - A. Documentation of an accommodation need should include:
    1. Confirmation that there is a disability that impacts work;
    2. A description of the relevant impacts;
    3. Clarification of the connection between impact and requested accommodation if needed;
    4. Suggestions for other accommodations; and
    5. Recommendations on when to review the effectiveness of accommodations.
  - B. If the supervisor does not believe there is a disability, or plans to deny the request for accommodation, he/she must seek approval from the Office Human Resources or ADA Coordinator before proceeding.
- V. With input from the employee and the supervisor, accommodations that are effective for the employee and appropriate for the work place environment are selected.
  - A. Identify what modifications (to procedures, schedules, equipment or the environment) or aids would allow the employee to meet their essential job responsibilities (tasks and performance, productivity, and safety standards).

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- B. The Office of Human Resources and ADA Coordinator’s Office can help identify and evaluate potential accommodations.
- C. The ADA Coordinator’s Office provides assistance for accommodation expenses over \$500.
- D. If no accommodations are possible, the employee may no longer be qualified for the specific position. Assistance in relocating to an appropriate position where accommodation is possible is available from the ADA Coordinator’s Office.

- VI. Once the accommodation is in place, the supervisor, with input from the employee, should check results.
  - A. Monitor the accommodation to see if the adaptation enables the employee to complete the necessary work task(s).
  - B. Periodically evaluate the accommodation(s) to ensure effectiveness.
  - C. Modify the accommodation if necessary by repeating this process.

### Responsibilities

Position or Office	Responsibilities
ADA Coordinator’s Office	<ol style="list-style-type: none"> <li>1. Determine if an employee has a disability.</li> <li>2. Make a final determination of disability and if a requested accommodation is reasonable.</li> <li>3. Help identify reasonable accommodations.</li> <li>4. Provide funds to support reasonable accommodations.</li> <li>5. Provide training and education regarding reasonable accommodations.</li> </ol>
Integrated Absence Management and Vocational Services, Office of Human Resources	<ol style="list-style-type: none"> <li>1. Work with employees and supervisors to establish reasonable accommodations.</li> <li>2. Evaluate employee needs.</li> <li>3. Review essential job duties and work flow.</li> <li>4. Consult with ADA Coordinator’s Office as appropriate.</li> </ol>
Supervisor	<ol style="list-style-type: none"> <li>1. Discuss the needs with the employee who made the request.</li> <li>2. Review the job description and identify the essential functions of the job.</li> <li>3. Inform and refer employees to the accommodation process.</li> <li>4. Consults with Integrated Absence Management and Vocational Services and ADA Coordinator’s Office as needed.</li> <li>5. Maintain disability information in a file separate from the personnel file.</li> <li>6. Share information on a need-to-know basis only.</li> </ol>
Employees	<ol style="list-style-type: none"> <li>1. Request a reasonable accommodation.</li> <li>2. Provide documentation of accommodation need.</li> <li>3. Participate in the identification of reasonable accommodations.</li> </ol>

### Resources

Job Accommodation Network, [askjan.org](http://askjan.org)  
 Transitional Work policy, [hr.osu.edu/policy/policy245.pdf](http://hr.osu.edu/policy/policy245.pdf)

### Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions and accommodation requests	ADA Coordinator’s Office, Office of Institutional Equity	614-292-6207 TTY 614-688-8605	<a href="mailto:ada-osu@osu.edu">ada-osu@osu.edu</a> <a href="http://ada.osu.edu">ada.osu.edu</a>
Accommodation requests	Integrated Absence Management and Vocational Services, Office of Human Resources	614-292-2190	<a href="mailto:hr-integrateddisability@osu.edu">hr-integrateddisability@osu.edu</a> <a href="http://hr.osu.edu/services/disability-benefits-leave-services">hr.osu.edu/services/disability-benefits-leave-services</a>



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**History**

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