

**ARTICLE 33  
REASONABLE ACCOMMODATION**

**A. GENERAL PROVISIONS**

1. The University provides reasonable accommodation to otherwise qualified employees who become disabled and need assistance to perform the essential functions of their positions. The interactive process shall be used to determine what, if any, reasonable accommodation will be made. Reasonable accommodations shall be provided in the following, non-exclusive scenarios:
  - a. When an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the position.
  - b. When an employee with a disability needs an accommodation to enable him or her to gain access to his or her workstation; and
  - c. When an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

**B. THE INTERACTIVE PROCESS**

1. Upon receipt of an employee's request for an accommodation, the parties will engage in the interactive process, which is an ongoing dialogue between the employee and appropriate representatives of the University about possible options for reasonably accommodating the employee's disability. Options may include, but are not limited to: assistive devices; modification of existing facilities; and restructuring the job. Both the University and the employee are expected to participate in the interactive process, so as to ensure timely, good faith communications and a reasonable accommodation, if any, for the employee with a disability. The employee may have his or her representative participate in this dialogue.

During the interactive process the University considers information related to: the essential functions of the job; functional limitations; possible accommodations; the reasonableness of possible accommodations; and implementation of a reasonable accommodation. This information will be used by the University to determine what, if any, reasonable accommodation will be made.

2.
  - a. The University will process requests for reasonable accommodation and provide accommodations where reasonable and appropriate and in as short a time frame as reasonably possible. The parties recognize, however, that the time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information.
  - b. Should an employee wish to receive an update as to the status of his/her request, he/she may contact the assigned University

representative. The University representative will respond to the employee's request for updated information in a timely manner.

**C. MEDICAL DOCUMENTATION**

The employee is responsible for providing medical documentation to assist in understanding the nature of the employee's functional limitations. When necessary, the University may require that the employee be examined by a University-appointed licensed healthcare provider. In such a case, the University shall pay the costs of any medical examinations requested or required by the University.

**D. SPECIAL SELECTION FOR OTHER POSITIONS**

A non-probationary career employee who becomes disabled and who has received vocational rehabilitation services may be selected for a position without the requirement that the position be publicized.

**E. TRIAL EMPLOYMENT**

When recommended by a vocational rehabilitation counselor and approved by the appropriate University official, a non-probationary career employee who becomes a qualified employee with a disability may be offered temporary trial employment to evaluate the employee's interests and abilities. The length of this trial employment, which shall not exceed one (1) year, shall be determined by the counselor in consultation with the employing department/division head. Positions used for trial employment shall not be designated as career positions, except that an employee shall maintain benefits to the extent permitted by benefit plan rules.