

## **Benefits and Privileges: APM – 711 – Reasonable Accommodation for Academic Appointees with Disabilities**

### **711-0 Policy**

Consistent with applicable law, the University provides reasonable accommodation to otherwise qualified academic appointees<sup>1</sup> who have a disability and as a result need a reasonable accommodation to perform the essential functions of their positions. Accommodation options will be considered in an interactive process with the appointee. Both the University and the appointee are expected to participate in the interactive process in good faith.

Appointees should review APM - 760 for additional information regarding accommodations related to pregnancy, childbirth, and related medical conditions.

### **711-1 Related Policies**

For other related policies, refer to the Academic Personnel Manual sections listed below:

- a. [APM - 710](#), Leaves of Absence/Paid Sick Leave/Paid Medical Leave
- b. [APM - 715](#), Leaves of Absence/Family and Medical Leave
- c. [APM - 730](#), Leaves of Absence/Vacation
- d. [APM - 758](#), Leaves of Absence/Other Leaves With the Possibility for Pay
- e. [APM - 759](#), Leaves of Absence/Other Leaves Without Pay
- f. [APM - 760](#), Family Accommodations for Childbearing and Childrearing
- g. [APM - 080](#), Medical Separation

### **711-5 The Interactive Process**

The interactive process is an ongoing dialogue between the appointee and appropriate representative(s) of the University about possible options for reasonably accommodating an appointee with a disability. During the interactive process the University considers information related to the essential functions of the job, the appointee's functional limitations, the possible accommodations, the reasonableness of the

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<sup>1</sup> As appropriate, the provisions of APM - 711 apply to applicants for employment. For further information, the applicant should contact the hiring department, the campus Disability Management office (or equivalent), or the department chair or unit head.

possible accommodations, and the implementation of a reasonable accommodation. The interactive process will also assess whether the proposed accommodation poses an undue hardship to the University. This information will be used by the University to determine what, if any, reasonable accommodation will be provided.

The appointee and University representatives are expected to participate in the interactive process in good faith. For the appointee, that good faith obligation includes promptly responding to the University's reasonable requests for information about the appointee's functional limitations, including requests for supporting documentation from the appointee's healthcare provider.

The interactive process for reasonably accommodating an appointee with a disability, including the reasons for reasonable accommodation, should be documented.

#### **711-80 Procedures for Reasonable Accommodation for Academic Appointees with Disabilities**

- a. Unless the disability or the need for accommodation is known to the University, it is the responsibility of the academic appointee to inform the chair, unit head or the campus Disability Management office (or equivalent) that an accommodation is needed in order for the appointee to perform the essential job functions of their position (see [APM - 210-1-d](#), other relevant academic personnel policy, job description, and/or other documentation that outlines essential and non-essential job functions for the position). A job function may be considered essential for any of several reasons, including but not limited to, the following:
  - i. The function may be essential if the job exists to perform that function.
  - ii. The function may be essential because of the limited number of employees available to perform the function, or among whom the function can be distributed.
  - iii. The function may be highly specialized so that the appointee in the position is hired or retained for the appointee's expertise or ability to perform the particular function.
- b. When the University has reason to believe that the appointee may need assistance in performing the essential functions of the appointee's current position due to a disability, or upon receipt of information about the need for accommodation, the chair or unit head should consult with the department human resources or academic personnel office representative and the campus Disability Management office (or equivalent) to determine if the appointee is an otherwise qualified individual with a disability and, if so, to obtain assistance in reviewing essential job functions and the possible need for accommodation.

Consistent with campus procedures, the University will coordinate the interactive process. In addition to the appointee, participants in the process may include the appointee's chair or unit head, the Disability Management office (or equivalent), and the appropriate human resources or academic personnel office representative. The Disability Management office (or equivalent), in

consultation with, the chair or unit head, should consult with the academic appointee to determine the appointee's job-related functional limitations as they relate to the performance of the essential job functions, and to identify possible reasonable accommodations. The University will consider the appointee's preferences regarding accommodations, but the University has the right to implement an accommodation that is effective in allowing the academic appointee to perform the essential functions of the job.

The Disability Management office (or equivalent) may request that the appointee provide written documentation from the appointee's healthcare provider, including confirmation that the appointee has a disability and a statement of the appointee's functional limitations. If requested, the appointee is responsible for providing medical documentation to assist in understanding the nature of the appointee's functional limitations. Documentation provided by the appointee may be subject to confirmation by a University-selected healthcare provider. The University shall pay the cost of an assessment by a University-selected healthcare provider. This information will be used by the University to determine what reasonable accommodation, if any, will be provided.

- c. Consistent with campus procedures, the University will consider reasonable accommodations that enable the appointee to perform the essential job functions. Reasonable accommodation for an otherwise qualified academic appointee who is disabled may include, but are not limited to, the following:
1. making existing facilities readily accessible to and usable by the disabled appointee
  2. providing classrooms with appropriate accessibility and instructional facilities
  3. restructuring the job to eliminate non-essential job functions
  4. granting a leave of absence in accordance with policy, see [APM - 710](#), [APM - 758](#), [APM - 759](#), and [APM - 760](#)
  5. reduction of appointment percentage on a temporary basis with corresponding reduction in duties, compensation, and benefits
  6. modifying the appointee's work schedule
  7. acquiring or modifying equipment or devices
  8. providing qualified readers or interpreters
  9. reassignment to an available alternative position for which the academic appointee is qualified

In addition to the examples given above, a permanent reduction in time with corresponding reduction in duties, compensation, and benefits may be considered.

When the interactive process has resulted in a determination that the appointee with a disability cannot be reasonably accommodated in the current position absent an undue hardship, but the

appointee may be able to perform the essential functions of another University position, with or without reasonable accommodation, and the appointee is interested in reassignment, the University will consider reassignment to a suitable vacant or soon to be vacant position for which the appointee is qualified.

- d. If it is not possible to provide reasonable accommodation to allow the performance of essential job functions, or if the accommodation would pose an undue hardship, the University may initiate a medical separation review (see [APM - 080](#), Medical Separation).
- e. Any changes in circumstances may warrant a continuation of the interactive process so that the appointee and the University can reevaluate the reasonable accommodation and determine whether any changes are needed. For example, if the appointee's functional limitations change or the reasonable accommodation is not effective or becomes ineffective, the appointee should promptly advise their chair or unit head so that the interactive process can be continued.
- f. Any medical documentation about an appointee received in connection with the appointee's request for reasonable accommodation or the interactive process should be treated as a confidential medical record for purposes of record storage.

### **Revision History**

January 1, 2025:

- Technical revisions to update names of [APM - 710](#) and [APM - 758](#) and to reference [APM - 760](#).
- Technical and clarifying revisions to align with legal requirements and University practice.

For details on prior revisions, please visit the [policy issuance webpage](#).