**During the Employment Application Process**

- An applicant may request reasonable accommodation during the application process. The request must be made at least five working days prior to the time the accommodation is needed.
- The university may make a pre-employment inquiry as to an applicant’s ability to perform essential job functions with or without reasonable accommodation and invite an applicant to give five working days notice of any reasonable accommodation needed during the recruitment or hiring process. Otherwise, the university will not make pre-employment inquiry as to disability.
- Should an applicant self-identify as an individual with a disability or handicap, all medical/disability records will be maintained separately from the official recruitment file in Human Resources (HR).
- If a pre-employment physical exam is required for a position for which there is a bona fide job-related physical requirement, such exams will be required after a conditional job offer for all individuals seeking the position, not just for an individual with a disability.

**During Employment**

The university is committed to providing accessibility and reasonable accommodation to its employees with regard to any aspect of employment including fringe benefits, training, conferences, meetings, and recreational or social activities sponsored by the university.

To request a reasonable accommodation, an employee must:

- Use the Americans with Disabilities Act (ADA) Request for Reasonable Accommodation form, specify the requested accommodation(s) and submit the information to Employee Relations (ER).
- Attach and include documentation of the diagnosis of a disability from the employee’s health care practitioner (e.g., medical doctor, psychiatrist, psychologist, physical therapist, vocational rehabilitation specialist). Such documentation is to include sufficient evidence that the employee has a physical or mental impairment that substantially limits one or more major life activities.
- Upon request, the employee’s supervisor will provide ER with a written statement outlining the potential impact of the requested accommodation(s) upon the department.
- After consulting with the employee, supervisors and other required parties, as applicable, ER will, if appropriate, offer the employee, in writing, an effective reasonable accommodation.

University employees scheduled for domestic or international travel who are requesting an ADA reasonable accommodation must submit their request to ER a minimum of ten working days in advance of the scheduled travel.

The employee’s department is responsible for funding the cost of a reasonable accommodation. If sufficient funds do not exist, the department head should refer a request for co-funding to the next highest administrative level. Final decisions on how to fund reasonable accommodations will be made by the Senior Vice President & CFO.

Denied accommodation requests may be appealed in writing by an employee to the Associate Vice President, Human Resources. Such appeals must be filed within ten calendar days of the employee’s receipt of the denial of the accommodation request.