

NORTHERN KENTUCKY UNIVERSITY

American's with Disabilities Act (ADA) and American's with Disabilities Act Amendments Act (ADAAA) Accommodation Request Process

Purpose:

The ADA Job Accommodation Request & Medical Inquiry form is used by an employee to request an accommodation.

Processing Procedures:

1. The employee requesting accommodation submits the ADA Job Accommodation Request & Medical Inquiry form to the ADA Coordinator in The Office of Human Resources.
2. An evaluation of the information will determine eligibility within the guidelines of ADAAA.
3. An evaluation of the essential functions of the job will inform the determination of whether an effective and reasonable accommodation will enable the employee to perform those essential functions.
4. An ongoing interactive process is encouraged.

Confidentiality:

All medical-related information is kept confidential and maintained separately from other personnel records. Only information related to the provision of reasonable accommodation or information necessary to address safety issues in the work setting is released to supervisors.

First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations. Government officials investigating compliance with the ADAAA may also be provided relevant information as requested.

Retention:

The ADA Job Accommodation Request & Medical Inquiry form is submitted to the Office of Human Resources and is maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.

Definitions:

Disability: a physical or mental impairment that substantially limits one or more major life activities; any person who has a record of such an impairment; and, any person who is regarded as having such an impairment. A major life activity also includes the operation of major bodily function including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Reasonable accommodation: any reasonable modification to the job or work environment to enable a qualified individual with a disability to perform the essential functions of the job.

Note: These definitions are provided only as a guide and nothing in this form is intended to alter the legal definition of these terms or to impose obligations on Northern Kentucky University not required by law.

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