

## **Employee Disability Accommodation Policy**

The University of the South is committed to providing reasonable accommodations to qualified employees with physical or mental disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University intends that these procedures will facilitate an interactive process of dialogue and timely exchange of information between the employee and the Director of Human Resources (or designee).

It is the responsibility of an employee with a physical or mental disability who may require any type of accommodation to make the accommodation request. Employees requesting accommodation must provide appropriate documentation of: (1) a disability, which is a physical or mental impairment that substantially limits one or more major life activities; and (2) a need for accommodation, by virtue of the specific functional limitations of the disability, to perform the essential functions of their position.

The employee will need to complete the Employee Accommodation Request and HIPAA Release of Information Authorization forms (available on the Human Resources page at <http://www.sewanee.edu/offices/human-resources/current-employees/forms/>) and schedule a meeting with the Director of Human Resources (or designee), after which the Director of Human Resources (or designee) will inform the employee about any further specific documentation required for the particular disability and accommodation requested.

Upon receipt of all required information and documentation from the employee and his/her diagnosing/evaluating professional, the Director of Human Resources (or designee) will make the eligibility and accommodation determinations. The Director of Human Resources (or designee) may consult with other educational, medical, or psychological professionals, including but not limited to the employee's supervisor/department head, as he/she deems necessary for appropriate evaluation of disability/accommodation, on a case-by-case basis. As soon as possible, preferably within two business weeks of receiving all required documentation on the request, the Director of Human Resources (or designee) will issue a written response, either outlining offered accommodations or explaining why the employee was found ineligible.

An employee who disagrees with the decision of the Director of Human Resources (or designee), or who seeks clarification of the decision, may, within three (3) business days of the decision, request a meeting with the Director of Human Resources (or designee) for clarification or to request reconsideration of any aspect of the decision. Following the meeting, the Director of Human Resources (or designee) will notify the employee in writing of any change in his/her decision, preferably within five (5) business days of the meeting. Thereafter, if the employee still disagrees with the decision, he/she may appeal the decision, in writing, to the Vice President for Planning and Administration within five (5) business days of the written notification from the Director of Human Resources (or designee), stating in detail the basis for the appeal and furnishing all documentation in support of the appeal. The Vice President will then review the appeal, the decision of the Director of Human Resources (or designee), and all supporting documentation, may meet with the employee and the Director of Human Resources (or designee), and may obtain any additional information he/she deems relevant. The Vice President will render a written decision to the employee as

soon as possible, preferably within two (2) business weeks of receiving the appeal, and that decision is final.

October 11, 2016