



OFFICE OF EQUAL OPPORTUNITY

INDIANA UNIVERSITY–PURDUE UNIVERSITY
Indianapolis

Disability Accommodation Request Procedures

IUPUI is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. IUPUI's policy is to provide reasonable accommodations to a person with a disability to enable him or her to perform his or her essential job functions. The University will provide a reasonable accommodation unless the accommodation would impose an undue hardship or would fundamentally alter the nature or operation of the business unit. This policy is based on Sections 503/504 of the federal Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990 as amended. The Office of Equal Opportunity (OEO) is responsible for ensuring compliance with the law and for the implementing the reasonable accommodation procedures.

Reasonable Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment which permits a qualified individual with a disability to perform the essential job functions or access to benefits and privileges of employment. It is the responsibility of the individual with a disability to make his/her disability status and subsequent accommodation need known to an appropriate University official. Once notified, it is the responsibility of the University official and the individual with a disability to engage in identifying possible accommodations and assess the reasonableness, and effectiveness of the accommodation[s]. Accommodation decisions will be made on a case by case basis and will be tailored to address the nature of the disability.

Procedures

1. The Disability Accommodation Request Form must be completed to requests an accommodation.
 - a. The completed form and medical documentation should be submitted either to his/her supervisor or directly to the OEO.
 - b. The supervisor, upon receipt of the accommodation request, will forward the request to the OEO.
2. Upon receipt of the request, the OEO will acknowledge and, within 10 days, facilitate the accommodation process.
3. The accommodation process requires that the individual provide medical documentation from an appropriate medical professional and/or submit to a medical evaluation by IU Health Services.
 - a. When necessary, OEO will schedule a medical evaluation with IU Health Services.
 - b. Once the medical evaluation is completed, Health Services will provide a written assessment of the employee's limitations and eligibility for coverage under the ADA and make accommodation recommendations.
4. OEO will facilitate the discussion between the parties to assess the reasonableness and effectiveness of the recommended reasonable accommodation[s].
5. OEO will communicate the accommodation information to the individual and the department in writing.

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