

Volume G1: Governance	G1.11 Reasonable Accommodations for Employees and Applicants with Disabilities Effective Date: 02/06/2015	Responsible Office: Vice President for Legal Affairs
		Responsible Officer: Director of Equal Opportunity, Title IX, and Ethics

POLICY STATEMENT

Northeastern Illinois University (the “University”) is committed to providing reasonable accommodations to qualified employees and job applicants with physical or mental disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (“ADA”). The University prohibits discrimination based on disability in both the application process and during the employment relationship. The University will comply with all federal, state, and applicable local disability laws, orders and regulations.

PURPOSE OF THE POLICY

This policy furthers Northeastern’s commitment to the principles of equal access and opportunity for University employees and applicants for University employment.

WHO IS AFFECTED BY THIS POLICY

This policy applies to all University employees and applicants for University employment.

DEFINITIONS

DISABILITY: A physical or mental impairment that substantially limits one or more major life activities of an individual, a record of such an impairment, or being regarded as having such an impairment.

ADA INTERACTIVE PROCESS: A process for determining what reasonable accommodations are available to allow a disabled employee (or applicant) to perform essential job functions. This process generally requires an employer to analyze job functions to establish the essential and nonessential job tasks; identify the barriers to job performance by consulting with the employee to learn the employee’s precise limitations; and explore the types of accommodations that would be most effective.

FOAP: This term provides the framework to classify expenditures in the University’s financial Chart of Accounts. A FOAP is made up of four major elements, the Fund, the Organization, the Account and the Program. Each FOAP has an identified Financial Manager.

QUALIFIED INDIVIDUAL WITH A DISABILITY: An individual with a disability who possesses the requisite skills, education, experience, and training for a position, and who can perform, with or without reasonable accommodation, the essential functions of the position the individual desires or holds. The determination of whether a person is a qualified individual with a disability is made on a case-by-case basis by the Director of Equal Opportunity, Title IX, and Ethics, who serves as the University’s ADA Coordinator.

REASONABLE ACCOMMODATION: A modification or adjustment to the job application process or the work environment enabling a qualified individual with a disability to be eligible for a position, perform the essential functions of a position, or enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities. The University provides reasonable accommodations to qualified individuals with a disability in order for the individual to enjoy equal benefits and privileges of work, unless providing the accommodation would impose an undue hardship.



REGULATIONS

[Americans with Disabilities Act of 1990 \(ADA\)](#)

[Section 504 of the Rehabilitation Act of 1973](#)

PROCEDURES

APPLICANTS REQUESTING REASONABLE ACCOMMODATIONS:

- Applicants for a Civil Service position notify the Employment Associate in the Office of Human Resources.
- Applicants for faculty, Administrative and Professional (A&P), and Academic Support Professionals (ASP) appointments notify the Chair of the Screening Committee to request a reasonable accommodation. The Chair will consult on this request with the Director of Equal Opportunity, Title IX, and Ethics, who serves as the University's ADA Coordinator.

EMPLOYEES REQUESTING REASONABLE ACCOMMODATIONS:

- It is the responsibility of an employee with a physical and/or mental disability who may require any type of accommodation to make an accommodation request.
- Employees should make a request to the Director of Equal Opportunity, Title IX, and Ethics, who serves as the University's ADA Coordinator, via the process described below in the "Guidelines" section.

FUNDING REASONABLE ACCOMMODATIONS FOR CURRENT EMPLOYEES:

- The cost of any reasonable accommodation which is less than \$100 is paid by the employee's unit.
- The cost of any reasonable accommodation which exceeds \$100 is paid by the employee's unit and reimbursed by the Office of the Vice President for Finance and Administration. However, the cost of handicapped parking permits is the responsibility of the employee. (See author reference section below)
- In the event the accommodation exceeds \$100, the requisition for the required goods or services to be paid from the employee's FOAP, along with the approval from the ADA Coordinator shall be submitted to the Office of the Vice President for Finance and Administration which will process the requisition and initiate a budget transfer for reimbursement to the employee's FOAP for the expense.

GUIDELINES

A current Northeastern employee who believes a reasonable accommodation is required to enable the employee to perform the essential functions of the job should contact Northeastern's Office of Equal Opportunity and Ethics (ADA Coordinator) as soon as practicable to request a reasonable accommodation under the American with Disabilities Act (ADA):

Northeastern Illinois University
Office of Equal Opportunity and Ethics/ADA Coordinator
5500 North St. Louis Avenue, C-216
Chicago, IL 60625
Phone: (773) 442-5412
Fax: (773) 442-5070
Email: eeo@neu.edu

After a request for accommodation has been made by an employee to the ADA Coordinator, the ADA Interactive Process will begin. The following are the specific questions which the Interactive Process is designed to answer:



- Do you have a disability which the ADA requires the University to accommodate?
 - What are the essential (as opposed to the non-essential) functions of your job?
 - Do you have limitations that result from your disability? If so, what are those limitations?
 - Do those limitations interfere with your ability to perform the essential functions of your job?
 - Is there a reasonable accommodation which the University can provide which would allow you to perform those essential functions?
 - If so, what is that accommodation?
1. The employee will meet with the ADA Coordinator, who will communicate with the employee to determine the precise nature of the limitation that is generating the request, how a disability is prompting a need for an accommodation, and alternative accommodations that may be effective in meeting the individual's needs.
 2. At this meeting, the ADA Coordinator will explain the reasonable accommodation process and request the appropriate medical documentation. It will be explained to the employee that the following two forms must be submitted: (1) Employee Disability Accommodation Request Form, Appendix A; and (2) ADA Medical Certification Form, Appendix B.
 3. After the two required forms are submitted to the ADA Coordinator, the ADA Coordinator will determine if the employee is a qualified individual with a disability and whether a reasonable accommodation is required under the ADA. If not, the ADA Coordinator will promptly notify the employee.
 4. If the ADA Coordinator determines that a reasonable accommodation is required under the ADA, the ADA Coordinator will conduct the following steps in consultation with the employee and supervisor:
 - a. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary;
 - b. Determine the job-related limitation(s) created by the employee's disability, including requesting and evaluating documentation from the employee's medical professional;
 - c. Identify the potential accommodations and assess the effectiveness of each accommodation that may enable the employee to perform the essential functions of the job;
 - d. Consult with the employee's supervisor to identify any undue hardship, discuss business necessities, and assess the effectiveness of the proposed accommodation(s) in enabling the employee to perform essential job functions;
 - e. Recommend the reasonable accommodation that is most appropriate for both the employee and the University, and establish a timeline for evaluating the effectiveness of the accommodation, if appropriate. While the individual's preference will be given consideration, the ADA Coordinator may choose a different, yet effective reasonable accommodation; and
 - f. The ADA Coordinator's recommendation set forth above in 5(a)-(e) shall be made within 30 calendar days of receipt of the two required forms by the ADA Coordinator (or as soon as feasible when extensions are necessary due to holidays or exceptional circumstances).
 5. The employee, supervisor and the ADA Coordinator will complete and sign a reasonable accommodation agreement detailing the accommodation.
 6. The employing department will implement the agreed upon accommodation.
 7. After accommodations are provided, the employee and supervisor will evaluate the effectiveness of the accommodation within the timeline established by the ADA Coordinator, if appropriate.
 8. If at any time there is a question about the continuing nature of an employee's reasonable accommodation, the employee or the supervisor may contact the ADA Coordinator.
 9. If a reasonable accommodation is denied at any point of the process, the employee may appeal the denial in writing to the Director of Human Resources – Employee and Labor Relations within ten calendar days of the date of the denial. The Director of Human Resources (or a designee) shall consider the appeal and issue a final written decision.



AUTHOR REFERENCE

[Illinois Human Rights Act \(IHRA\)](#)
[Americans with Disabilities Act of 1990 \(ADA\)](#)
[Section 504 of the Rehabilitation Act of 1973](#)
[Illinois Secretary of State's Office – handicapped parking](#)

HISTORY

Formerly Administrative Memorandum 75 - Reasonable Accommodations for Employees with Disabilities, effective dated 08/13/1996

APPENDIX

Appendix A, Employee Disability Accommodation Request Form
Appendix B, ADA Medical Certification Form

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Equal Opportunity and Nondiscrimination Policy, G1.07](#)
[Grievance Form and Procedure, Discrimination and/or Harassment](#)
[Reasonable Accommodations for Students with Disabilities, S1.3](#)
[Hiring Manual](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director, Office of Equal Opportunity, Title IX, and Ethics (ADA Coordinator)	773-442-5412	eeo@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.