

## HOW TO APPLY FOR AN ADA (AMERICANS WITH DISABILITIES) ACCOMMODATION

The University of Texas at Arlington does not discriminate against qualified disabled individuals, and it strives to provide reasonable accommodations so that those qualified individuals can perform the essential functions of the job. A reasonable accommodation is “a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity.” Generally, accommodations are provided to ensure equal access to the application process, to allow a disabled person to perform the essential functions of the job, and to ensure equal benefits and privileges of employment.

The ADA describes a disability as a physical or mental condition that substantially limits a major life activity.

**Making the Request:** An individual who wishes to request a reasonable accommodation under the ADA should speak with his/her immediate supervisor to discuss what adjustment or change at work is needed due to the fact that he/she has a medical condition. **The individual or the supervisor should then contact the Office of Human Resources to discuss the request.** In order for a request to be considered, the individual should provide documentation from an appropriate health care or rehabilitation professional that certifies the disability and any functional limitations requiring accommodation.

**The employee should provide the health care professional with a current job description specifying the person’s essential job functions so that the professional can verify that an accommodation is needed.** Appropriate professionals who may provide the documentation include doctors, psychologists, nurses, physical and occupational therapists, speech therapists, vocational rehabilitation specialists, and licensed mental health professionals.

The medical documentation should include information that supports the existence of the disability, its functional limitations, and the need for an accommodation so the individual may perform the job. The health care practitioner should specify:

- What is the condition,
- What major life activity does it affect,
- How does it substantially limit that activity, and
- What is the prognosis

Once it has been established that the person is disabled and needs an accommodation, the university will engage in a flexible, interactive process with the disabled individual. The university will attempt to identify both the precise limitations resulting from the disability and the potential reasonable accommodations that could overcome those limitations. The Office of Human Resources, in consultation with the department, will:

- Analyze the particular job involved and determine its purpose and essential functions;

- Consult with the individual to determine the precise job-related limitations imposed by the disability and how the limitations could be overcome with a reasonable accommodation;
- Identify potential accommodations and assess the effectiveness each would have in enabling the employee to perform the essential functions of the position, and
- Select and implement the accommodation that is the most appropriate for both the individual and the employer.

The university is under no obligation to provide the accommodation specifically requested by the individual. An accommodation will be provided that is effective and meets the job-related needs of the individual. The university is prohibited from disclosing to other employees any medical information, including the fact that an employee has a disability that is being accommodated. The university shall not require a disabled individual to accept an accommodation. However, if the person cannot perform the essential functions of the job without the accommodation, he/she is not considered qualified for the position and therefore may be terminated.