

Subject: **Non-Discrimination on the Basis of Disability
Reasonable Accommodation Policy and Procedures**

Part A: Employment

Part B: Programs and Services

Grievance Procedures

Date Effective: July 1, 1998

Human Resources Team Review: February 17, 1998 and March 17, 1998

Executive Council Approval: April 24, 1998

Chancellor Approval: (on original copy)

PURPOSE

University of Wisconsin-Extension is committed to providing equal access to employment and educational opportunities for persons with disabilities in compliance with the Americans With Disabilities Act of 1990, the 1974 Rehabilitation Act §§ 503 and 504, as amended, and the Wisconsin Fair Employment Act.111.32. University of Wisconsin-Extension recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from University of Wisconsin-Extension programs, services and activities, and to have equal employment opportunities. This policy and these procedures are established to ensure that qualified persons with disabilities are protected from discrimination in employment, programs, activities and services provided by the University of Wisconsin-Extension and are afforded the right to reasonable accommodations.

II. POLICY

It is the policy of the University of Wisconsin-Extension to make individuals with disabilities full participants in employment, programs, services and activities. No employee, student or program participant shall be denied access to, participation in, or the benefits of University of Wisconsin-Extension employment, programs or activities solely because of that person's disability. Individuals with disabilities have a right to request reasonable accommodations. The University of Wisconsin-Extension shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal employment opportunity and equal access to programs to qualified persons with disabilities. Any questions regarding this policy should be directed to the Office of Equal Opportunity and Diversity Programs at (608) 262-0277.

consideration, UW-Extension is free to choose among equally effective accommodations and may choose one that is less expensive or easier to provide.

- 5) The Office of Equal Opportunity and Diversity Programs may request information from the employee's medical practitioner to document the employee's job-related limitation(s) and to assist in determining an effective reasonable accommodation for the employee. Supervisors and managers will not be told about or have access to medical information unless the disability might require medical treatment. Supervisors and managers will be told about necessary restrictions on the work or duties of the employee and about possible accommodations. The employee requesting an accommodation is responsible for providing the medical documentation requested.
 - 6) The employee and the Office of Equal Opportunity and Diversity Programs shall be informed in writing of the supervisor's decision regarding the accommodation request as soon as possible but no later than **20 working days from the date of the request**. If the 20-day requirement cannot be met, the personnel representative and a representative from the Office of Equal Opportunity and Diversity Programs will meet with the employee to agree on a reasonable time limit.
- g) If the supervisor/manager is unable to make a decision on an accommodation request, or if the department/division requires approval of the supervisor's or manager's accommodation decision, the supervisor shall forward the employee's request for accommodation along with her/his recommendation to the department/division head or her/his designee.
 - h) The division/department head, or her/his designee, shall consult with the Office of Equal Opportunity and Diversity Programs and make a decision regarding the accommodation and notify the supervisor and employee making the request.
 - i) If the employee requesting an accommodation and the employing unit do not reach agreement on what, if any, accommodation is to be provided, the Office of Equal Opportunity and Diversity Programs shall review the accommodation request and make the final decision as to what, if any, accommodation shall be provided. The Office of Equal Opportunity and Diversity Programs shall communicate its decision in writing to the employee making the accommodation request and the division head of the employing unit. The employee requesting an accommodation may file a grievance as outlined in Part IV of this policy if s/he disagrees with the decision made by Office of Equal Opportunity and Diversity Programs.
 - j) After accommodations are provided, the employee and his/her supervisor need to evaluate the effectiveness of the accommodation. The divisional personnel representative and the Office of Equal Opportunity and Diversity Programs may also be involved in this process. If modifications to the accommodation are needed, they should be requested using the procedures outlined in this policy.
 - k) If, at any time there is a question about the continuing nature of an employee's reasonable accommodation, the employee or the supervisor shall contact the Office of Equal Opportunity and Diversity Programs.

person filing it, and briefly describe the alleged violation of the regulations. A complaint should be *filed within 90 days after* the complainant becomes aware of the alleged violation.

- c) At the time the complaint is filed with the Office of Equal Opportunity and Diversity Programs, the Office of Equal Opportunity and Diversity Programs shall inform the complainant of the procedures which apply to her/his circumstances: **EO Policy 004** for faculty, academic staff and applicants; the relevant **classified personnel procedures and collective bargaining agreements** for classified and/or represented staff; **EO Policy 006** for students, clientele and program applicants. Each of these procedures allows the complainant different options for proceeding. The Office of Equal Opportunity and Diversity Programs shall discuss these options with the complainant to determine which will be used.
- d) An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by a representative of the Office of Equal Opportunity and Diversity Programs. These rules contemplate informal but thorough investigations, if any, and an opportunity to submit evidence of a complaint.
- e) A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Office of Equal Opportunity and Diversity Programs and a copy forwarded to the complainant no later than 90 days after its filing.
- f) The Office of Diversity and Equal Opportunity Programs shall maintain the files and records relating to the complaints filed.
- g) The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to the Chancellor of University of Wisconsin-Extension.

Note: Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, such as filing a complaint with the appropriate state or federal enforcement agency, nor does use of this procedure extend the applicable deadlines for filing complaints with those agencies.