

## **EMPLOYEE ADA FAQs**

### **1. How do I request a reasonable accommodation?**

You may start the process by making an oral or written request for an adjustment or change at work for a reason related to a medical condition. There is no need to mention the ADA or use the phrase “reasonable accommodation.”

If you need to request a reasonable accommodation or need information about the Reasonable Accommodation Process, please visit the [UWF Human Resources Employee Accommodation Procedure webpage](#) or contact the [ADA Coordinator](#) at 850-474-2694.

JOB APPLICANTS: At any point of the application process, applicants for employment may initiate a request for accommodation by contacting Human Resources or his/her recruiting contact.

EMPLOYEES: Employees can initiate the accommodation process:

- By completing the Accommodation Request Form through Human Resource’s website or
- By initiating the request with the employee’s immediate supervisor, either verbally or in writing.

SUPERVISORS: Supervisors who receive a request for accommodation should:

- Provide the employee with contact information for Human Resources.
- Contact Human Resources so that official processing of the request can proceed.

All University administrators and supervisors are responsible for ensuring that each employee has equal access to benefits and privileges of employment offered to all employees. If questions arise regarding an individual’s disability and ability to perform their essential job functions, supervisors should determine, through discussion with the employee and in consultation with the Human Resources Office, whether a reasonable accommodation is needed.

### **2. What kind of documentation do I need to provide when I request a reasonable accommodation?**

Medical documentation providing the following information from a healthcare professional should be provided in support of a reasonable accommodation request:

- A diagnosis of the condition causing the need for an accommodation
- A prognosis of the condition causing the need for an accommodation (if it is a temporary/long-term or permanent condition)
- How the condition affects the individual’s ability to perform the essential job duties. (A copy of your job description should be provided to your healthcare professional)
- Recommendations for accommodating the condition from the health care professional

Disabilities that are obvious may not require documentation.

**3. What happens after I request an accommodation?**

When an employee or applicant for employment requests a reasonable accommodation, it is UWF's responsibility to determine whether the individual has a disability which would require an accommodation, what constitutes an appropriate accommodation, and whether the accommodation requested is reasonable. The decision is made by the University on a case-by-case basis through the Interactive Accommodation Process (IAP) with the individual requesting the accommodation. It is the responsibility of the individual requesting the accommodation to provide sufficient information to support the need for the accommodation requested.

For more information regarding the Reasonable Accommodation Process, please visit the UWF [Human Resources Employee Accommodation Procedure webpage](#) or contact the [ADA Coordinator](#) at 850-474-2694.

**4. If I feel that I have been treated unfairly because of my disability, what can I do?**

An employee or job applicant who feels they have been treated unfairly or discriminated against due to a disability may contact the Equal Opportunity Programs office at 850-474-2914 or submit a [Discrimination/Harassment/Retaliation Complaint](#) form online.

[Equal Opportunity Programs](#), located in Building 20E/Room 117, is responsible for administering the complaint and investigation process for complaints by or concerning students, faculty or staff of discrimination and harassment in accordance with State and Federal law and for complaints of prohibited retaliation.

For more information regarding the procedure or investigation and disposition of formal complaints of discrimination, harassment and retaliation, please refer to University Policy P-13.09-02/20 Prohibition of Discrimination, Harassment and Retaliation.

**5. Our department is sponsoring an event. Who should be contacted if I (or a guest) need an accommodation for the event?**

Employees and guests attending University-sponsored events who would like to request disability accommodations are requested to advise UWF by contacting the [ADA Program Office](#) at (850) 474-2694. Employees and guests may also advise UWF online by submitting the [UWF Sponsored Event Accommodation Request Form](#).

Accommodation requests must be submitted at least two (2) business days prior to the scheduled event. Advance planning and early submission of an accommodation request will allow proper time for UWF to coordinate the requested services.

The ADA Program Office is available to assist departments with planning accessible events. The department sponsoring the event is fiscally responsible for costs associated with providing the reasonable accommodation(s) for the event.

**6. The automatic door opener to a building is not working. Who do I contact?**

For this and any other concerns relating to access barriers, contact [ADA Programs](#) at 850-474-2694. Please complete and submit the [ADA Programs Accessibility/Barrier Identification Form](#) for proper assessment and identification of reasonable solutions or submit a Facilities Work Order via [MyUWF](#) to repair the equipment.

The ADA Programs Office works collaboratively with other University entities to resolve accessibility concerns on campus.