

**ARTICLE 20  
REASONABLE ACCOMMODATION**

**A. GENERAL PROVISIONS**

1. It is the responsibility of the Unit 18 faculty member to inform the University of the need for an accommodation, unless the disability or need for accommodation is known to the University.
2. The request for accommodation may be made formally or informally, orally or in writing or made by someone on behalf of the Unit 18 faculty member. The request may be made to the Unit 18 faculty member's department chair, department chair's (or equivalent) designee, or the campus disability management office (or equivalent).
3. In a manner that is consistent with applicable law, the University provides reasonable accommodation to qualified Unit 18 faculty who are disabled or become disabled and need assistance to perform the essential functions of their jobs. This section shall not be construed as a guarantee of a specific form of accommodation nor shall accommodation in one case establish a precedent for similar or dissimilar circumstances, since all accommodations will be determined in accordance with the specific functional abilities of the employee in coordination with the requirements of the employee's job. The interactive process shall be used to determine what, if any, reasonable accommodation will be made.
4. No provision of this Article is intended to waive any rights of the Unit 18 faculty member under state and federal statutes.

**B. MEDICAL DOCUMENTATION**

When requested by the University, the employee is responsible for providing the University disability manager or other appropriate University representative with medical documentation regarding the employee's disability and how it limits the employee's ability to perform the essential functions of the job. The University may require that a University-appointed licensed healthcare provider examine the employee and/or confirm the documentation provided by the employee. In such a case, the University shall pay the cost of the University-appointed healthcare provider.

**C. THE INTERACTIVE PROCESS**

1. When an employee requests reasonable accommodation for a disability or the University has reason to believe that a reasonable accommodation is needed, the parties will engage in the interactive process, which is an ongoing dialogue between the employee and appropriate University representatives about possible options for reasonably accommodating

the employee's disability. Both the University and the employee are expected to participate in the interactive process in good faith, which includes engaging in timely communications regarding possible reasonable accommodation.

2. During the interactive process, the University considers information related to: the essential functions of the job, the **Unit 18 faculty member's** functional limitations; possible accommodations; the reasonableness of possible accommodations; and issues related to the implementation of a reasonable accommodation. This information will be used by the University to determine what, if any, reasonable accommodation will be made. While the University will consider the **Unit 18 faculty member's** suggestions and preferences regarding which accommodation(s) to implement, the University will determine which accommodation(s) will be implemented.
  3. Upon receipt of information about the need for accommodation, the department chair or department chair's (or equivalent) designee may consult with the campus Disability Management office (or equivalent) to determine if the Unit 18 faculty member is an otherwise qualified individual with a disability, and if so, to obtain assistance in reviewing essential job functions and the possible need for reasonable accommodation.
  4. If the implementation of a particular reasonable accommodation will result in a change to the Unit 18 faculty member's role and/or responsibilities, the University shall inform the Unit 18 faculty member of those changes in writing.
  5. If any change in circumstances warrants re-evaluation of the accommodation(s) in place, the University and the Unit 18 faculty member will resume the interactive process.
  6. If the University determines that the employee cannot be reasonably accommodated in his or her current position, reassignment to an available alternative position for which the Unit 18 faculty member is qualified will be considered.
  7. The University will not implement an accommodation that would present an undue hardship.
- D.** If the University determines that the Unit 18 faculty member cannot be reasonably accommodated without undue hardship, the Unit 18 faculty member may be separated in accordance with Article 16 – Medical Separation.