

If the supervisor decided to grant an employee's request that is not covered by the ADA, the supervisor should advise the employee that 1) the condition is not a disability covered by the Act nor does the supervisor regard the employee as disabled under the Act, and 2) that the accommodation is being provided at management's discretion and is not an entitlement; and 3) the accommodation may be withdrawn or modified at any time at the discretion of the department. The supervisor should document this conversation in writing and provide a copy to the employee.

5. Agreeing on a reasonable accommodation. The supervisor and/or Candie should begin an interactive dialogue with the employee where the specific limitation, problem or barrier is unclear; where an effective reasonable accommodation is not obvious; or where the parties are choosing between different reasonable accommodations. The dialogue may not be necessary where the existence of the disability, the need for the accommodation, and the supervisor and employee agree upon the most effective reasonable accommodation. Neither a supervisor nor the department should make a determination that a specific accommodation is unreasonable or creates an undue burden without consulting with Human Resources.

6. Technical Assistance. The employee, supervisor, and Candie may seek the advice or assistance of the ADA Coordinator regarding technical assistance or any issues that are not resolved during the process.

7. EEO Complaints. Complaints based on allegations of denial of reasonable accommodation, disability discrimination, and/or retaliation may be filed with the Office of Equal Opportunity Programs.

Region V Office for Civil Rights contact information:

Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street
Suite 1475

Chicago IL 60661
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 877-521-2172

Email: OCR.Chicago.ed.gov



Procedures for Employees with Disabilities to Request Workplace Accommodations

Oconto Falls Public
Schools

Tel: 920-848-4471
www.ocontofalls.k12.wi.us

The Oconto Falls School District shall not discriminate on the basis of race, religion, creed, political affiliation, physical, mental, emotional, or learning disabilities, handicap, gender, gender orientation, age, national origin, citizenship, marital, parental or pregnancy status, ancestry, color, or any other reason prohibited by state or federal law.

Background:

Reasonable accommodations are alterations/changes in the workplace that enable persons with disabilities to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment.

Procedures for processing workplace accommodations will allow the University to process requests in a prompt, fair and efficient manner. The procedures also provide guidance to individuals with disabilities on steps to request accommodations and what to expect.

The Americans with Disabilities Act Amendments Act (ADAAA) - the law that clarifies the mandate for the elimination of discrimination against individuals with disabilities. The law is designed to strengthen the protections under the Americans with Disabilities Act and broaden the coverage of individuals under the Act. The law became effective on January 1, 2009.

Definitions:

Reasonable accommodation—modification or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of her/his job or enjoy equal benefits and privileges of employment.

Undue hardship—significant difficulty or expense incurred to provide the requested accommodations.

Essential functions—those duties that bear more than a marginal relationship to the job at issue.

Procedures:

- 1. Initiating a Request:** The employee is responsible for requesting a workplace accommodation for a disability. The request should be made to either the employee's supervisor or Candie Lehto (Assistant Superintendent) 200 N. Farm Rd, Oconto Falls, WI 54154 (920)848-4471. The request can be made either orally or in writing and should include the following:
 - The medical condition and its duration;
 - The limitations caused by the condition and how it impedes the employee's performance of specific requirements of the position;
 - Specific reasonable accommodation requests the employee and/or the employee's doctor believe will enable the employee to perform the essential functions of the position.
 - 2. Time Limits:** Absent extenuating circumstances, requests for reasonable accommodations should be processed within 15 work days of receipt by the supervisor or Candie. If there is a delay in processing the request, the individual with the disability should be notified in writing and informed of the date on which the supervisor or Candie expects the process to be completed.
 - 3. Responding to an obvious disability:** If both the disability and the need for the accommodation are obvious and the requested reasonable accommodation does not present a hardship, to eliminate unnecessary review and delay in providing the reasonable accommodation, the supervisor may provide the reasonable accommodation after discussing the request with the employee. The supervisor should document in writing the request and the reasonable accommodation provided.
 - 4. Responding when the disability is not obvious:** When the disability or the need for an accommodation is not obvious the supervisor should consult with Candie. Candie will then determine if it is necessary to request (additional) medical documentation. All medical documentation should be kept confidential and share only with those who are involved with the decision making process. The medical documentation should include the following:
 - The disabling condition and its duration.
 - The limitations caused by the condition and how it impacts the performance of the essential functions of the individuals position; and
 - Specific accommodation requests the employee and/or the employee's doctor believe will enable the employee to perform the essential functions of the positions.
- The documentation should be forwarded to the Assistant Superintendent.
- If Candie is unsure whether a condition qualifies as a disability under the ADAAA covered or whether an accommodation is reasonable he/she should consult with the ADA coordinator.
- If the condition does not qualify as a disability, the finding should be communicated to the employee in writing by either the supervisor or the Assistant Superintendent. A finding that the condition does not qualify as a disability covered by the ADAAA does not preclude the supervisor, at her/his discretion, from granting the employee's request as a means of assisting the employee.