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Workplace Disability Accommodations

Melissa (Mel) Arnold, Human Resources

AGENDA

- Americans with Disabilities Act (ADA)
- What is an accommodation?
- UND's commitment
- UND's process
- Interactive dialogue

Americans with Disabilities Act (ADA)

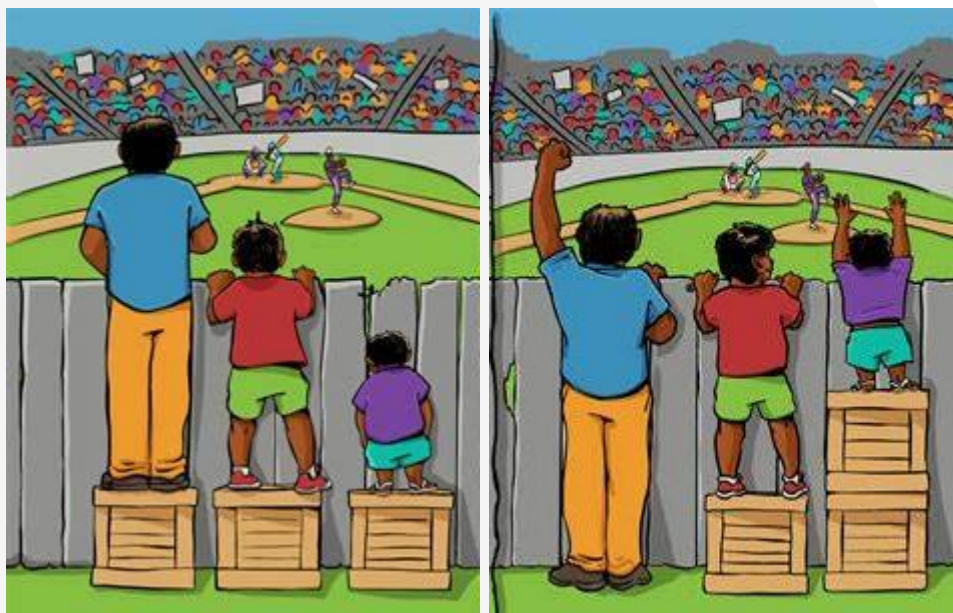
Title I of the ADA requires an employer to provide **reasonable accommodation** to **qualified individuals** with **disabilities** who are employees or applicants for employment, except when such accommodation would cause an undue hardship.

Americans with Disabilities Act (ADA)

- Qualified individual
- Disability
- Essential job functions
- Reasonable accommodation

What is an accommodation?

any change to the application or hiring process, to the job, to the way the job is done, or the work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunities



Reasonable Accommodations

- Making facilities used by employees accessible to and usable by an individual with a disability
- Modifying work procedures
- Acquiring or modifying equipment or devices or providing auxiliary aids
- Modified work schedules
- Using flexible, remote, or hybrid working arrangements
- Providing attendant services, such as a qualified reader, sign language interpreter, or sighted guide

Commitment

The University of North Dakota (UND) is committed to the principle of equal employment opportunity. UND will provide reasonable accommodations for employees and applicants for employment with disabilities, as required by law, including the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and the North Dakota Human Rights Act.



UND LEADS

A STRATEGIC VISION FOR UND

UND's Process

- [Workplace Disability Accommodations policy](#)
- [Workplace Disability Accommodation request form](#)
- Medical certification
- Interactive dialogue

WORKPLACE ACCOMMODATION REQUESTS

🏠 / [Equal Opportunity & Title IX](#) / Workplace Accommodation Requests

EQUAL OPPORTUNITY & TITLE IX

[Equal Employment Opportunity](#)



[Discrimination & Harassment Resources](#)



[Title IX & Sexual Misconduct](#)



[Accessibility & Disability Resources](#)



• [Workplace Accommodation Requests](#)

[Campus Accessibility Working Group](#)

[Making Your Event Accessible](#)

[Making Your Digital Content Accessible](#)

[LGBTQ+ Resources](#)

[Pregnancy Resources](#)

Accommodations for Employees and Job Applicants

UND provides reasonable accommodations to employment applicants and qualified individuals with a disability who need an accommodation to perform the essential functions of their position.

[WORKPLACE DISABILITY ACCOMMODATIONS POLICY](#)

Employee Accommodation Request

To begin the employee accommodation request process, complete a workplace accommodation request form. Please note that you will be prompted to sign in using your NDUS identifier.

[WORKPLACE ACCOMMODATION REQUEST FORM](#)



Request Form

- Identify your impairment, not your diagnosis, and describe how it impacts your ability to perform the essential functions of your job.
- Identify your requested accommodation and explain how the accommodation will allow you to perform the essential functions of your job.

Medical Certification Form

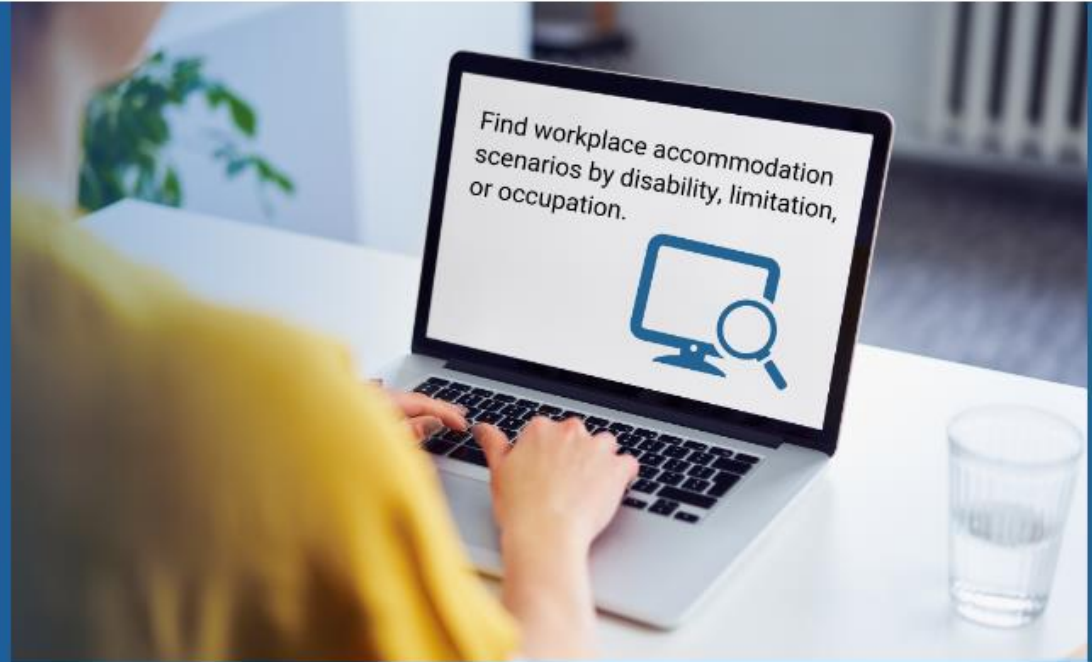
- Describe the work-related impairment(s)
- How affects their ability to perform their job duties
- Suggested accommodations
- Expected duration

Interactive Process

- Employee (staff or faculty), Supervisor, HR
- Dialogue
- Plan
- Follow up

Curious about the ways employers accommodate workers with disabilities?

Search the **NEW**
Situations and Solutions Finder
at AskJAN.org



JAN is the leading source of free, expert, and confidential guidance on workplace accommodations.
Need assistance exploring accommodation solutions?

Ask JAN! We can help.

(800) 526-7234

Bonus!
askJAN.org

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Questions?

Mel Arnold

mel.arnold@und.edu

701-777-4370