ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

Purpose: To direct employees toward university policies regarding reasonable accommodations for people with disabilities and outlining a process to follow if a request is made.

Scope: All professional and part-time staff.

Policy:
I. UNIVERSITY POLICIES
   a. Disability services and accommodations:
      https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/
   b. Examples of reasonable accommodations and permissible and prohibited pre-employment inquiries: https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/americans-with-disabilities-act-at-uga/
   c. ADA resources for employees and supervisors:
      i. Human Resources: https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/ada-supervisory-resources/
      ii. Equal Opportunity Office: https://eoo.uga.edu/disability-services
   d. Service Animal Policy: https://eoo.uga.edu/policies/service-animal-policy

Procedures:
I. MAKING A REQUEST FOR ACCOMMODATIONS
   a. Please see section titled “Applicants and Employees with Disabilities on this webpage: https://eoo.uga.edu/brochures/disability-rights-brochure
   b. For an overview of the accommodations process and forms required to be completed by the employee requesting an accommodation, the employee’s supervisor, and the employee’s medical/health provider, please see http://busfin.uga.edu/forms/ADA-forms-packet.pdf.

II. RESPONDING TO A REQUEST FOR ACCOMMODATIONS
   a. Requests for accommodations may be directed to a member of the Recreational Sports Professional Staff or may be made directly to UGA’s Human Resources' Faculty and Staff Relations at (706) 542-9756, which is the unit responsible for coordinating the disabilities accommodation process.
   b. Once a request for accommodation is made to a member of the Recreational Professional Staff, they should consult with their supervisor and contact Faculty

Recreational Sports Departmental Handbook
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& Staff Relations in Human Resources: https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/