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/](https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/)


c. ADA resources for employees and supervisors:
   i. Human Resources: [https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/ada-supervisory-resources/](https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/ada-supervisory-resources/)
   ii. Equal Opportunity Office: [https://eoo.uga.edu/disability-services](https://eoo.uga.edu/disability-services)

d. Service Animal Policy: [https://eoo.uga.edu/policies/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](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](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 & Staff Relations in Human Resources: https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/