

## 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 & Staff Relations in Human Resources: <https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/>