

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.003 Employment of People with Disabilities	Human Resources

Policy Statement. The University of North Texas at Dallas does not discriminate against qualified individuals on the basis of disability in regard to job application procedures, hiring, advancement, compensation, training, or any other term, condition, or privilege of employment. Reasonable accommodations that do not cause undue hardship for the University will be provided.

Application of Policy. This policy applies to all employees.

Definitions.

1. **Individual with a Disability.** “Individual with a Disability” means an individual who has a physical or mental impairment that substantially limits at least one major life activity; a record of such an impairment; or is regarded as having such an impairment.
2. **Essential Functions.** “Essential Functions” means the fundamental job duties of an employment position. Functions may be considered essential because: (1) the reason the position exists is to provide that function, (2) there are a limited number of employees to whom the functions could be distributed, and/or (3) the function is highly specialized.
3. **Qualified Individual.** “Qualified Individual” means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that he or she holds or desires.
4. **Reasonable Accommodation.** “Reasonable Accommodation” means modification or adjustment to the employment application process, the work environment, and/or the manner and circumstances under which the position held or desired is customarily performed.

Procedures and Responsibilities.

1. **Accommodation Requests.**
 - i. An applicant for employment requiring accommodations in the application process may contact the Human Resources Department to request accommodation. If possible, a request for accommodation should be made at least 72 hours before it is needed.

Responsible Party: Applicant and Human Resources

- ii. A current employee may request accommodation from his or her immediate supervisor or from the Equal Opportunity Coordinator. An employee must provide a statement from his or her health care provider that contains a diagnosis, prognosis, and an evaluation explaining the impact the employee's disability will have on his or her ability to perform the essential functions of the position. The statement must also identify the major life activity that is substantially limited as a result of the disability.

Responsible Party: Employee, Supervisor, and Equal Opportunity
Coordinator

2. **Accommodation Request Review and Implementation.** An employee's request for accommodation shall be considered through an informal, interactive process between the employee, his or her immediate supervisor, and the Human Resources Department. The goal of this process is to identify the precise limitations and potential reasonable accommodations that could overcome those limitations, and to reach agreement regarding a reasonable accommodation.

Responsible Party: Employee, Supervisor, and Equal Opportunity
Coordinator

3. **Denial of an Accommodation Request.** If a request for accommodation is denied, the immediate supervisor, with the assistance of the Human Resources Department, shall provide the reasons for the denial in writing to the requestor. The supervisor will consult the Equal Opportunity Coordinator before denying a request for an accommodation.

Responsible Party: Supervisor, Human Resources, and Equal Opportunity
Coordinator

4. **Confidentiality.** All medical and other information gathered pursuant to a request for accommodation, to the extent allowed by law is confidential. These records will be kept separate from personnel files and will be accessible only to authorized personnel.

Responsible Party: Supervisor, Human Resources, and Equal Opportunity
Coordinator

References and Cross-references.

The Rehabilitation Act of 1973.

The Americans with Disabilities Act of 1990.

C.F.R. Title 29 Part 1630.

Texas Labor Code §21.002(6) and §21.128.

Forms and Tools. None.

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