

Policies of the University of North Texas	Chapter 05
05.011 Employment of Individuals with Disabilities/Workplace Accommodations	Human Resources

Policy Statement. The University is committed to providing equal opportunities to qualified individuals with disabilities in all terms and conditions of employment. The University will provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, unless doing so would cause an undue hardship.

Application of Policy. All applicants for employment and UNT employees.

Definitions.

1. **Disability.** A physical or mental impairment that substantially limits a major life activity, or a record of such impairment, or being regarded as having such an impairment. The term does not include the illegal use of a drug.
2. **Essential Job Functions.** Those activities of the job that are necessary and fundamental to the employment position. Functions may be essential if: (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. **Interactive Process** – The process of working with the applicant or employee to respond to and evaluate a request for reasonable accommodation; and if applicable, the implementation of the accommodation.
4. **Qualified individual with a Disability.** An individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.
5. **Reasonable Accommodation.** Any change in the work environment or in the way things are customarily done that enables an individual with a disability to perform the essential functions of his/her job. This includes modifications or adjustments to the job application process, the work environment, to the manner or circumstances under which the position held or desired is customarily performed, or that enable an employee with a disability to equal benefits and privileges of employment as are provided by its other similarly situated employees without disabilities.
6. **Undue Hardship.** Undue hardship means significant difficulty or expense in providing a specific accommodation, given the nature and cost of the proposed accommodation, resources available, and the impact of the accommodation on the operation of the University. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive.

Procedures and Responsibilities.

- I. **Notification.** An employee wishing to request an accommodation may do so by completing the [Request for Disability Accommodation in Employment](#) form and submitting it to his/her supervisor. Applicants for employment may initiate a request for accommodation by contacting the Human Resources Department. It is the responsibility of the individual with a disability to inform the University that an accommodation is needed.

The supervisor/hiring manager is responsible for immediately notifying the Human Resources Department when an employee or job applicant requests an accommodation.

Responsible Party: Employee/Job Applicant and Supervisor/Hiring Manager

- II. **Evaluation of Requests.** The supervisor/hiring manager and the Human Resources Department are jointly responsible for coordinating the interactive process with employees, evaluating and responding to completed accommodation requests, approving or denying such requests, and, where applicable, implementing the accommodation. The Human Resources department is responsible for coordinating and evaluating accommodation requests for applicants.

Employees and job applicants requesting an accommodation must provide sufficient medical documentation from his/her medical practitioner verifying the existence of a disability and any job-related limitations necessary in determining an effective reasonable accommodation for the employee. Access to and maintenance of medical documentation/information will be handled in accordance with applicable confidentiality requirements.

Responsible Party: Employee/Job Applicant, Supervisor/Hiring Manager and Human Resources Department

3. **Undue Hardship.** All requests for an accommodation will be assessed on a case-by-case basis to determine whether a particular reasonable accommodation would cause undue hardship. In each case involving a request for accommodation, the determination of whether undue hardship exists shall be based on: the nature and cost of the proposed accommodation, the resources available, and the impact on operations and business of the University.

Responsible Party: Supervisor/Hiring Manager and Human Resources Department

4. **Filing a Complaint.** Employees or applicants for employment who believe they have been excluded from an employment opportunity, benefit, or program on the basis of his/her disability may file a complaint with the Office of Equity and Diversity. Procedural guidelines for filing a complaint are provided in UNT Policy 16.006.

Responsible Party: Employee/Job Applicant and Office of Equity and Diversity

5. **Confidentiality.** All information relating to an accommodation request, including medical documentation, are treated as confidential medical records and maintained only by the Human Resources Department. Access to these files will be limited to those individuals

who need to be informed regarding necessary work restrictions and accommodations, first aid personnel (when appropriate), and for review by government officials investigating compliance with pertinent law.

Responsible Party: Human Resources Department

References and Cross-References.

[Chapter 21, Texas Labor Code, Section 21.002\(6\) and Section 128\(a\)](#)

[The Americans with Disabilities Act of 1990](#)

[Americans with Disabilities Amendments Act \(2008\)](#)

[The Rehabilitation Act of 1973, Sections 503-504](#)

Regents Rule 05.900

UNT Policy 16.004 on Nondiscrimination and Equal Employment Opportunity

UNT Policy 16.006, Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment

UNT Policy 07.010, Protected Health Information Privacy Policy

Forms and Tools.

[Request for Disability Accommodation in Employment](#)

[Discrimination/Harassment Complaint Form](#)

Approved: 9/1/1999

Effective: 4/3/2012

Revised: 8/04; 4/12