ARTICLE 31. Reasonable Accommodation

A. The University will provide reasonable accommodation to qualified employees who are disabled, or become disabled and need assistance to perform the essential functions of their jobs. This section shall not be construed as a guarantee of a specific form of accommodation nor shall accommodation in one case establish a precedent for similar or dissimilar circumstances, since all accommodations will be designed specific to the functional abilities of the employee in coordination with the requirements of the job. The interactive process shall be used to determine what, if any, reasonable accommodations will be made.

B. Reasonable Accommodation
An employee who becomes disabled shall be informed of available options for reasonable accommodation and the University’s disability accommodation procedures during the interactive process.

C. The Interactive Process

1. The interactive process is an ongoing dialogue between the employee and appropriate representatives of the University about possible options for reasonably accommodating the employee’s disability. Options may include, but are not limited to: a modified work schedule; a leave of absence; reassignment; modified equipment; assistive devices; modification of existing facilities; and restructuring the job. Both the University and the employee are expected to participate in the interactive process.

2. During the interactive process, the University considers information related to: the essential functions of the job; functional limitations; possible accommodations; the reasonableness of possible accommodations; and implementation of a reasonable accommodation. The information will be used by the University to determine what, if any, reasonable accommodation will be made.

D. Medical Documentation
The employee is responsible for providing medical documentation to assist in understanding the nature of the employee’s functional limitations. When necessary, the University may require that the employee be examined by a University appointed licensed healthcare provider. In such case, the University shall pay the costs of any medical examinations requested or required by the University.

E. Trial Employment
When recommended by a disability manager and approved by the Department head or designee, a qualified former non-probationary career disabled employee may be offered temporary trial employment to evaluate the employee’s interest and abilities. The length of this trial employment, which shall not exceed one year, shall be determined by the disability manager in consultation with the employing Department/Division Head.

Positions used for trial employment shall not be designated as career, except that an employee shall maintain benefits to the extent permitted by benefit plan rules.

F. Special Selection for Other Positions
An employee who becomes disabled shall be assigned to a vacant position without the requirement that the position be publicized, where such assignment is selected as a reasonable accommodation pursuant to this Article and University procedures.