ARTICLE 21 – REASONABLE ACCOMMODATION

A. Subject to applicable State and Federal Law, the University will provide reasonable accommodation to qualified employees who become disabled when such disabilities limit the essential functions of their positions. The University shall engage in the interactive process and shall offer special selection procedures, subject to defenses available under applicable law.

1. As part of the interactive process, the University shall analyze the affected employee’s position. Such analysis shall identify essential functions (critical and important tasks) and conditions of the work environment to aid in determining if reasonable accommodations can be made for the employee’s disability without undue hardship. When appropriate, a similar accommodation analysis shall be conducted of other open positions for which the employee may apply and is otherwise qualified.

2. The employee is responsible for providing the medical documentation necessary to assist in understanding the nature of any required accommodation to a disability. Such documentation shall relate specifically to the job analysis information provided by the University and shall, at the University’s option, be subject to confirmation by a University-appointed physician. The University shall pay the cost of a University-appointed physician.

B. Trial Employment

When recommended by the vocational rehabilitation counselor and approved by the appropriate University official, a qualified employee or non-probationary former employee with a disability may be offered temporary trial employment in a position within the unit to evaluate the employee’s interests and abilities. The length of this trial employment shall not exceed one (1) year. Positions used for trial employment shall be designated as casual.

C. Special Selection for Other Positions

A regular status employee who becomes disabled and who has received vocational rehabilitation services may be selected for a position within the unit without the requirement that the position be posted when approved by the designated University official.