



**Americans with Disabilities Act and University Accommodations**

**Organizational Part:** Human Resources  
**Chapter:** University Policies  
**Policy Type:** Institutional Wide  
**Responsible Office:** Human Resources  
**Effective Date:** January 1, 2014  
**Revision Date:** May 6,, 2019

**POLICY STATEMENT**

Butler University is committed to providing equal employment opportunity to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). In keeping with that commitment, the University provides reasonable accommodation to qualified individuals with disabilities and forbids discrimination against employees because of a disability. It is the responsibility of the employee to make the University aware of the need for accommodation for a disability. It is the responsibility of the office of Human Resources or a designee to administer this policy.

**REASON FOR POLICY**

The Americans with Disabilities Act (ADA), the Indiana Civil Rights Act, and Butler University prohibit discrimination in employment against qualified individuals with disabilities.

**ENTITIES AFFECTED BY THIS POLICY**

Institutional Wide

**POLICY APPROVAL**

Human Resources

**CONTACTS**

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**DEFINITIONS**

**The American with Disabilities Act (ADA)**

The Americans with Disabilities Act (ADA) defines a person with a disability as an individual who meets one of the following criteria:

- Has a physical or mental impairment that substantially limits one or more major life activities
- Has a record of such impairment
- Is regarded as having such an impairment

A qualified person with a disability is someone with a disability who meets the necessary skill, work experience, education, training, licensing or certification, or other job-related requirements of a position.

**PROCEDURES**

**I. Requesting Accommodation**

- A. An employee should communicate disability status and request for accommodation to the office of Human Resources. A request should be made by the employee using the University's Request for Accommodation form, copies of which are available in Human Resources.
- B. The employee also needs to provide medical documentation from an appropriately licensed professional of the disability and its effect on the employee's performance of the essential functions of the job. The office of Human Resources may request supplemental medical documentation of the employee's functional limitations if necessary to assist in the determination of an appropriate accommodation.

**II. The Accommodation Process**

- A. The office of Human Resources, or designee, after reviewing the employee's request and the medical documentation, will promptly convene a conference, including the employee, a representative of Human Resources, and supervisors knowledgeable about the employee's essential job functions. The employee may include other participants, as needed or desired.
- B. At the conference, the participants will discuss the employee's limitations or restrictions as they relate to essential job functions. The participants will consider possible accommodations and, based on that information, the University will determine what accommodation(s) will be offered. The participating Human Resources representative is responsible for completing the Conference Report, including the accommodation plan, and providing copies to the employee and supervisor(s) with responsibility to ensure that offered accommodations are provided.

### III. Confidentiality

- A. The University will treat the information and medical documentation shared in the conference as confidential. The Conference Report will be maintained in a confidential file located in Human Resources, separate from the employee's personnel records.

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#### **FORMS/RESOURCES**

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University Request for Accommodation Form  
(Available in the Office of Human Resources)

University ADA Conference Report Form  
(Available in the Office of Human Resources)

University Notice of ADA Conference Form  
(Available in the Office of Human Resources)

**Note:** For information on discrimination based on ADA claims, please see University Policy entitled Non-Discrimination Policy (not including gender based discrimination)

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#### **APPENDICES**

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#### **HISTORY/REVISION DATES**

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Policy Compliance Work Group: November 20, 2013

Issue Date: January 1, 2014

Amended Date: May 6, 2019