



Finance and Administration
Human Resources

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To: New Employee
From: Human Resources
Re: **Identification of Disabled Employees**

As a new employee, you are given the opportunity to advise the University whether or not you consider yourself to be disabled according to the definition given below. Your response is purely voluntary and you will not be subjected to disciplinary action for failing to respond. Should you decide to change your decision at a later date, please notify the Human Resources Office in writing.

According to Section 504 of the Rehabilitation Act of 1973, a disabled person is any person who: (1) has a physical or mental impairment that substantially limits one or more major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); (2) has a record of such an impairment that substantially limits one or more major life activities; or (3) is regarded as having such an impairment.

Thank you for your cooperation.

Name _____ Date _____

Department _____

Nature of Disability _____

Check here if you do not consider yourself to be disabled according to the definition above.