WORKPLACE ACCOMMODATIONS

It is the policy of The University of Toledo that discrimination against qualified individuals with disabilities is prohibited. Pursuant to Titles I and II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the university provides equal employment opportunities and reasonable accommodation for qualified individuals with disabilities.

In the context of employment, reasonable accommodations are the provision of auxiliary aids or modifications to job duties, the work environment, policies or procedures that enables a qualified individual with a disability to perform the essential job functions. The determination of what accommodation is reasonable is contextual and involves a process in which the department and the employee identify the impacts of the disability on job performance and workflow; explore potential accommodations to mitigate those limitations and maintain essential job functions and standards. Human Resources, either Terrie Kovacs (staff) or Kevin West (faculty) and the ADA Compliance Officer are available to assist in determining disability, evaluating its impacts, identifying reasonable accommodations, and resolving disputes related to the accommodation process.

The accommodation process is expected to be interactive with participation from the employee, the supervisor, and the unit’s Human Resources contact. Accommodating employees is considered a shared responsibility between hiring units and central administration.

When there is an accommodation request, The ADA Compliance Officer is available to assist in evaluating the presence and impact of a disability, determining appropriate accommodations, and providing funding accommodations.

The ADA Compliance Officer can be contacted at 419.530.5792 or wendy.wiitala@utoledo.edu

Employing Department’s Responsibilities:

• Employing units are expected to fund expenses normally provided for all employees, independent of disability status (such as furniture, phones, computers, technology upgrades, professional development opportunities, and other tools of the position.)
• Employing departments are expected to participate in the process of ordering and installing needed equipment or services once they are identified as reasonable accommodations
• Employing departments are expected to cover the expense of the accommodation. In the event the accommodation exceeds current budget, a request for a budget amendment may be submitted.
• Employing departments are expected to work collaboratively with Human Resources and the ADA Compliance Officer to build continuing and anticipated accommodations into their planning process.
• When submitting a request for a budget amendment:
  ◦ Name of employee, the accommodation requested and any documentation already collected in support of the request.
  ◦ A copy of the employee’s current job description.
  ◦ Available information on any previous accommodations provided.
• Submit the budget amendment to the ADA Compliance Officer at wendy.wiitala@utoledo.edu. The ADA Compliance Officer will prepare a memo certifying the necessity of the accommodation to maintain compliance with ADA law and University policy. The ADA Compliance Officer will then submit the memo and the budget amendment to the Finance Office for approval and funding.

If you have difficulty accessing any portions of this website due to incompatibility with adaptive technology, or you have suggestions on how we can make this site more accessible, or you need the information in an alternative format, please contact the ADA Compliance Officer at: 419.530.5792 or wendy.wiitala@utoledo.edu