NORTHERN KENTUCKY UNIVERSITY
American’s with Disabilities Act (ADA) and American’s with Disabilities Act Amendments Act (ADAAA) Accommodation Request Process

Purpose:
Form ADA-HRER07 is used by an employee to submit a request for accommodation.

Processing Procedures:
1. The employee requesting accommodation submits Form ADA-HRER07 to the ADA Coordinator in The Office of Human Resources.
2. The ADA Coordinator will determine if additional medical information is required and will furnish the employee with any forms necessary for the health provider to complete.
3. The ADA Coordinator will evaluate information to determine eligibility within the guidelines of ADA.
4. The ADA Coordinator will coordinate with institutional staff and the employee as needed to identify the essential functions of the job and determine whether there is an effective, reasonable accommodation that will enable the employee to perform those essential functions.
5. The ADA Coordinator will monitor the employee’s status as needed.

Confidentiality:
All medical-related information shall be kept confidential and maintained separately from other personnel records. Only information related to the provision of reasonable accommodation or information necessary to address safety issues in the work setting will be released to supervisors.

First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations. Government officials investigating compliance with the ADA/ADAAA may also be provided relevant information as requested.

Retention:
Forms ADA-HRER07 and attached documentation submitted to the ADA Coordinator will be maintained in a confidential manner in accordance with applicable federal and state mandated retention schedules.

Definitions:
Disability: a physical or mental impairment that substantially limits one or more major life activities; any person who has a record of such an impairment; and, any person who is regarded as having such an impairment. A major life activity also includes the operation of major bodily function including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Reasonable accommodation: any reasonable modification to the job or work environment to enable a qualified individual with a disability to perform the essential functions of the job.

Note: These definitions are provided only as a guide and nothing in this form is intended to alter the legal definition of these terms or to impose obligations on Northern Kentucky University not required by law.

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