



POLICY NAME: Equal Employment Opportunity for Individuals with Disabilities And Reasonable Accommodation

POLICY NUMBER: HR217

ISSUE DATE: JANUARY 2018

SECTION: HUMAN RESOURCES

I. POLICY

University of Chicago Medical Center’s (“UCMC”) policy is to assure compliance with all applicable provisions of the Americans with Disabilities Act (ADA), as amended, the Illinois Human Rights Act, and any other laws or ordinances protecting applicants and employees with disabilities. UCMC prohibits discrimination of any kind against qualified individuals with a disability and, absent undue hardship or a direct threat to anyone’s safety, provides reasonable accommodations to employees and applicants who are qualified individuals with disabilities.

II. PURPOSE

The purpose of this policy is to ensure that UCMC provides reasonable accommodations to assist qualified UCMC applicants and employees with disabilities to perform the essential functions of their jobs, unless the accommodation creates an undue hardship or directly threatens someone’s health or safety.

III. PROVISIONS

A. Reasonable Accommodations

UCMC will provide reasonable accommodations to enable qualified individuals with a disability to perform the essential functions of the jobs they hold or seek, and to enjoy benefits and privileges of employment equal to those enjoyed by applicants and employees without disabilities.

UCMC will engage in an interactive process with an applicant or employee who requests a reasonable accommodation and make an individualized assessment of the request. Accommodation will be provided in cases where the accommodation would not directly threaten someone’s health or safety or create an undue hardship.

Examples of possible accommodations include:

- Making existing facilities physically accessible to a disabled applicant or employee
- Job restructuring
- Providing part-time or modified work schedules
- Acquiring or modifying equipment or devices



- Providing job-protected leaves of absences
- Modifying or adjusting the job application process
- Reassigning an employee to a vacant position for which he or she is qualified

B. Procedures and Administration

UCMC has designated a Reasonable Accommodations Coordinator (RAC) to facilitate the handling of all employee requests for reasonable accommodation. Applicants and employees requiring accommodation(s) should advise the RAC and describe the nature of the accommodation requested, the expected duration and other details as requested. The request should be made as soon as the reasonable accommodation becomes necessary.

If an employee makes a request for reasonable accommodation to his or her supervisor or manager, those requests will be referred to the RAC. However, the supervisor (and HR, where appropriate) will remain involved and responsible for engaging in the interactive process through which reasonable accommodation requested are assessed (as described below).

In addition, individuals seeking a reasonable accommodation may be required to provide medical verification of their disability and need for accommodation. Any medical information received will be treated as confidential in accordance with UCMC policy and any applicable laws. Failure to submit requested documentation may affect UCMC's decision to grant or deny the requested accommodation.

Upon receiving a request for reasonable accommodation, UCMC will engage in an interactive process with the applicant or employee to identify potential accommodations. If the accommodation is reasonable and will not directly threaten anyone's health or safety or impose an undue hardship, UCMC may grant the accommodation. UCMC may also propose and, where appropriate, select an alternative accommodation that allows the employee to perform the essential functions of his or her position. Providing an employee with a reasonable accommodation does not excuse the employee from meeting the job requirements and performance standards of his or her position.

C. No Retaliation

No employee or applicant will be retaliated against for exercising his or her rights to request an accommodation under the ADA or for raising complaints of alleged discrimination against him or her as a qualified individual with a disability. Any manager or employee who engages in retaliation because an individual has requested accommodation or otherwise exercised rights under the ADA will be disciplined, up to and including discharge.

D. Modifications and Collective Bargaining Agreements

The application of this policy, and the procedures and definitions set forth herein, may be modified in accordance with changes in applicable law and regulations. In the event a



collective bargaining agreement addresses any issues covered by this policy, the collective bargaining agreement provision will apply.

Additional Information

Additional information on rights under the ADA may be obtained from HR Shared Services or in the [Equal Employment Opportunity Commission](#) publication.

All Medical Center employees are responsible for compliance with this policy.

CROSS-REFERENCES:

HR502: Leave Policy

The Vice President, Chief Human Resource Officer is responsible for the interpretation and revision of this policy.

Bob Hanley Vice President, Chief Human Resources Officer