

WORKPLACE ACCOMMODATION PROCEDURE

1. Purpose

Oregon Tech values and honors its institutional commitment to provide equal employment opportunities for qualified employees in accordance with state and federal laws and regulations.

2. Reason for Procedure

To allow the University to process workplace accommodation requests in a prompt, fair and efficient manner. The procedure also provides guidance to individuals on steps to request accommodations and what to expect.

3. Applicability/Scope

This procedure applies to all employees of Oregon Tech and qualified applicants seeking employment at the University.

4. Definitions

Disability: any physical or mental impairment that substantially limits one or more of an individual's major life activities, including but not limited to: caring for oneself, working, walking, seeing, hearing, speaking, breathing, learning, sitting, and standing. To ensure equality of access for employees with disabilities, reasonable accommodations and auxiliary aids shall be provided to enable the employee to perform the essential functions of his/her job and to participate in Oregon Tech's programs, services and activities should their impairment rise to the level of a disability.

Major life activities: include, but are not limited to self-care, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, thinking, communicating, working, interacting with others, and the operation of major bodily functions including but not limited to the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions. The impairment or perceived impairment is one that restricts one or more major life activities of the individual as compared to most people in the general population.

Qualified: the individual, with or without a reasonable accommodation, can perform the essential functions of the position.

Reasonable accommodation: modifications or adjustments necessary to enable a qualified individual with a disability to perform the essential functions of her/his job or enjoy equal benefits and privileges of employment.

Reasonable safety accommodation: modifications or adjustments at the worksite to allow an employee to work without threat of continued domestic violence.

Undue hardship: significant difficulty or expense incurred by the employer in providing the requested accommodation.

Essential functions: Functions that are fundamental to accomplishing the job.

University Procedure:

5. Procedures

Implementation and Responsibility

Employees are responsible for initiating requests for any disability-related workplace accommodations. Requests should be made to the Office of Human Resources at 541-885-1028 or oithr@oit.edu.

Applicants are responsible for initiating requests for any disability related accommodations to the application and search process. Requests should be made to the Office of Human Resources at 541-885-1028 (phone), 541-851-5200 (facsimile), or oithr@oit.edu.

Supervisors are responsible for referring requests from applicants and employees to the Office of Human Resources. Supervisors will be included in the interactive process as appropriate.

Search Committees are responsible for referring requests from applicants to the Office of Human Resources. Search chairs will be included in the interactive process as appropriate.

Office of Human Resources is responsible for evaluating requests, determining what type of documentation is necessary to establish the presence of an impairment and whether a disability is present; and determining if the requested accommodation is appropriate and effective. The Office of Human Resources provides information relating to the regulatory employment provisions and employer obligations; and may be contacted for information regarding campus accessibility and resources for obtaining technical and assistive equipment.

Process – Recommended Steps

An employee requesting an accommodation should complete a [Reasonable Accommodation Request Form](#) and submit it in person, via facsimile or email, promptly to the Office of Human Resources. If the employee already has medical documentation prepared by an appropriate healthcare or mental health professional, this documentation should be submitted in person, via facsimile or email with the request. If the employee does not have medical documentation the request should be submitted and in most cases the Office of Human Resources will request additional documentation from the employee to accompany the request.

An employee requesting reasonable safety accommodation(s) as Victims of Certain Crimes should submit a written request to the Human Resources Consultant, Benefits marked CONFIDENTIAL. Requests for leave only as a Victim of Certain Crimes, please request a leave of absence, this request packet can be found here: <https://www.oit.edu/faculty-staff/human-resources/benefits/family-and-medical-leaves>

This letter of documentation should be sent, designated as “*Confidential*” to:

Office of Human Resources
Oregon Tech

The Office of Human Resources will notify an employee regarding the need for additional documentation for the determination of a disability. Employees should be prepared to obtain the following information from the appropriate healthcare or mental health professional:

- A statement identifying your impairment(s);
- A description of how this condition is likely to impair your functioning in the work environment at Oregon Tech, based upon your position description; and,
- Specific recommendations for appropriate workplace accommodations. Oregon Tech, in consultation with the employee and their supervisor, will make the final determination about eligibility for and the means of providing reasonable accommodations. Your supervisor will not be provided specific medical information but will be informed of any work-related limitations and assist in the development of accommodations based upon the duties of your position.

Discussion: The Office of Human Resources will schedule an appointment with you once all documentation has been received in our office, to review the adequacy and findings of the documentation and start the interactive accommodation development process, if necessary.

Oregon Tech is not required to provide an accommodation that will have the effect of eliminating an essential function of the job or to provide an accommodation or service which is personal in nature, such as a hearing aid or wheelchair. Furthermore, Oregon Tech is not required to lower performance, production or conduct standards or to alter attendance requirements expected of all employees.

Notification: The Office of Human Resources in evaluating the request for an accommodation shall provide the employee with written notification of the determination within fifteen (15) calendar days of receiving the completed request (including all requested documentation). If the determination includes an accommodation, the notice will also include the expected implementation date. If a situation should arise whereby Oregon Tech needs additional time to assess a request or to provide an accommodation, Oregon Tech shall provide the employee with written notification of the status of the request and the proposed date of determination.

Funding

If the accommodation is deemed appropriate and reasonable, then the department bears the initial responsibility for funding the accommodation. If the cost is beyond the department's means, the cost should be shared by higher levels in the department/office's reporting line.

Resolving Disagreements

1. Informal Resolution Process: in the event an employee disagrees with the determination and/or proposed accommodation, he or she should contact the Associate Vice President, Human Resources at 541-885-1108/Snell Hall Room 108.
2. Formal Grievance Process: The applicable grievance procedure depends on the circumstances and the status of the person bringing the grievance. Established grievance procedures are

available on the Oregon Tech Human Resources Office website.

3. Other Complaint Avenues: The employee has recourse to other entities, including the Oregon Bureau of Labor and Industries (BOLI) and the federal Equal Employment Opportunity Commission (EEOC).

Confidentiality and Records

All Oregon Tech employees have a legal obligation to maintain confidentiality regarding a staff or faculty member's disability-related information. To that end, supervisors and human resources personnel shall provide information to staff and faculty only when and to the extent necessary to facilitate accommodation or when otherwise allowed by law. The Office of Human Resources shall maintain any medical documentation in the Office of Human Resources' medical files.

6. Links To Related Policies, Forms, or Information

[Reasonable Accommodation Form](#)

[Reasonable Accommodation Guide](#)

[Return to Work Form](#)

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.