

ADA Process for Workplace Accommodations within the Current GCSU Position

1. An employee is identified or self-discloses a disability.
2. A representative from the Office of Human Resources consults with the employee to advise the employee of applicable benefits and rights related to the nature of the disability (Worker's Compensation, FMLA, ADA, STD, LTD, etc). If applicable, the employee is advised of ADA rights and given appropriate paperwork upon employee request for accommodations.
3. The Office of Human Resources forwards documents to the treating physician(s). Documents include:
 - a. ADA Forms - Health Information Release Waiver for Consideration of ADA Accommodations and Medical Request for ADA Accommodations Forms.
 - b. Current Job Description (verified by the supervisor)
4. Upon receipt of the medical documentation, representatives from the Office of Human Resources consults with the Office of institutional Equity & Diversity to discuss the details of the circumstances and documentation to devise a plan of action (each is done on a case-by-case basis). Objectives:
 - a. Review the current job description and determine the impact of the limitations on the job duties performed by the employee.
 - b. Determine whether the employee can perform the essential functions of the job (with or without accommodations) based on medical certification.
 - c. Identify possible accommodations (on or off the job).
 - d. Request additional information as needed from physician(s) and/or employee if clarity is needed.
5. A meeting is held with representatives from the Office of Human Resources, the Office of institutional Equity & Diversity and the supervisor of employee to review and discuss the plan of action. Objectives:
 - a. Update the supervisor on the ADA guidelines as needed and the request for accommodation submitted by the employee.
 - b. Identify the essential functions of the job and whether the employee can perform them with or without reasonable accommodations
 - c. Discuss possible modifications/accommodations and whether they are deemed reasonable for the institution. Identify fund sources, as needed.
 - d. Elicit feedback from the supervisor. If necessary, work towards a consensus in the plan of action to insure compliance with ADA guidelines.
 - e. Advise the supervisor as needed on strategies for continuous productivity in the department as it relates to employment and budgetary issues.
 - f. Arrange follow up meetings as necessary.
6. Representatives from the Office of Human Resources and the Office of institutional Equity & Diversity meet with the employee to discuss the plan of action.
 - a. The employee's questions/concerns are addressed and additional feedback from the employee may be elicited, if necessary.
 - b. Arrange follow up meetings as necessary.
7. Accommodations are implemented. Management submits ADA Reasonable Accommodation Reporting Form located at: <http://www.gcsu.edu/equity/>.

ADA Process for Workplace Accommodations Requiring Reassignment

1. An employee is identified or self-discloses a disability.

2. A representative from the Office of Human Resources consults with the employee to advise the employee of applicable benefits and rights related to the nature of the disability (Worker's Compensation, FMLA, ADA, STD, LTD, etc). If applicable, the employee is advised of ADA rights and given appropriate paperwork upon employee request for accommodations.
3. The Office of Human Resources forwards documents to the treating physician(s). Documents include:
 - a. ADA Forms - Health Information Release Waiver for Consideration of ADA Accommodations and Medical Request for ADA Accommodations Forms.
 - b. Current Job Description (verified by the supervisor).
4. Upon receipt of the medical documentation, representatives from the Office of Human Resources consults with the Office of institutional Equity & Diversity to discuss the details of the circumstances and documentation to devise a plan of action (each is done on a case-by-case basis). If it is determined that an employee can return to work, but cannot perform the essential functions of the current job, then the following objectives are pursued:

Short-term plan

- a. Identify any job skills and abilities that the employee possesses to help with temporary placement.
- b. Identify whether there are any available positions or projects at Georgia College & State University where the employee can be placed on a temporary basis in the following order, preferably:
 - i. Within the department
 - ii. Within the division
 - iii. With GCSU in general
- c. Determine whether the employee can perform the essential functions of the temporary job assignment based on medical certification.
- d. Identify possible accommodations (if needed)
- e. Request additional information with physician(s) and/or employee if clarity is needed.
- f. Work with management to address issues relating to job classification, salary, and budgetary impact of placement.

Long-term or permanent plan

- a. Identify any job skills that the employee possesses to help with other GCSU employment opportunities
 - b. Identify training opportunities in which the employee has access to through GCSU or other agencies that provides services related to disability and employment-related issues.
 - c. Identify whether there are any vacant positions at GCSU for which the employee qualifies (as detailed above).
 - d. As a part of the process for determining qualifications, determine whether determine whether the employee can perform the essential function of the job(s) identified (based on medical certification).
 - e. Identify possible accommodations (if needed)
 - f. Request additional information as needed with physician(s) and/or employee if clarity is needed.
 - g. If there are no opportunities available within the university, explore other employment opportunities and/or provide employment-related resources.
5. A meeting is held with representatives from the Office of Human Resources, the Office of institutional Equity & Diversity, the supervisor of employee, and the supervisor of the new position, if applicable, to review and discuss the plan of action. Objectives:
 - a. Update the supervisor on the ADA guidelines as needed and the request for accommodation submitted by the employee.
 - b. Identify the essential functions of the new position and whether the employee can perform them with or without reasonable accommodations. The job description is reviewed and approved by the supervisor.
 - c. Discuss possible modifications/accommodations and whether they are deemed reasonable for the institution.
 - d. Elicit feedback from the supervisors. If necessary, work towards a consensus in the plan of action to insure compliance with ADA guidelines.
 - e. Resolve issues relating to job classification, salary, and budgetary impact of placement.

- f. Arrange follow up meetings as necessary.
6. Representatives from the Office of Human Resources and the Office of institutional Equity & Diversity meet with the employee to discuss the plan of action.
 - a. The employee's questions/concerns are addressed and additional feedback from the employee may be elicited, if necessary.
 - b. Arrange follow up meetings as necessary.
 7. Accommodations are implemented. Management submits ADA Reasonable Accommodation Reporting Form located at: <http://www.gcsu.edu/equity/>.