



Policy Title: HR-E 07.00 ADA Accommodation Request Process		Former Policy Number:	
Document Owner: Adam Michelman		Approver(s): Adam Michelman	
Date Created: 07/20/2020	Date Approved: Not Set	Date Updated: 07/20/2020	Review Due: 07/20/2023
Applies To: RUMC <input type="checkbox"/> RUMG <input type="checkbox"/> ROPH <input type="checkbox"/> RCMC <input type="checkbox"/> RCH <input type="checkbox"/> ROPPG <input type="checkbox"/> RCMG <input type="checkbox"/>			

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DEFINITIONS

Service Animal is a dog that is individually trained to do work or to perform tasks for a person with a disability. Services animals do not include household pets, therapy animals, laboratory animals, or resident pets (e.g., aquarium fish, caged birds, etc.).

POLICY

Rush University Medical Center (RUMC) does not discriminate against individuals with disabilities in recruitment, hiring, rate of pay, promotion or any other term and condition of employment. RUMC will provide a reasonable accommodation to qualified individuals with a disability, who are defined by the Americans with Disabilities Act (the “ADA”) as individuals with a disability, who satisfy the job-related requirements of a position held or desired and who can perform the essential functions of the position, with or without reasonable accommodation, unless doing so would impose an undue hardship on RUMC.

A reasonable accommodation includes, but, is not necessarily limited to modifications or adjustments to the job application process that enable a qualified applicant with a disability to be considered for a position or positions that such applicant desires; or, modifications or adjustments to the work environment or the position that enable a qualified individual with a disability to perform the essential functions of that position; or modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities. Reasonable accommodations may include, but are not necessarily limited to modified work schedules, modified or light duty work assignments, the provision of electronic devices, readers, interpreters, and/or modified work spaces.

The Medical Center fully endorses the ADA, as well as, Section 504 of the Rehabilitation Act of 1973, and will not tolerate discrimination and/or harassment of disabled applicants or employees.

PROCEDURES

All employees are expected to perform the essential functions of their jobs, with or without accommodation. Employees with qualifying disabilities who desire a reasonable accommodation should initiate the discussion with either their immediate manager/supervisor or their dedicated Employee Relations Consultant. Applicants for employment should direct their requests to the HR Recruiting Department. RUMC managers/supervisors who receive a request for a reasonable accommodation (from an applicant or from an employee) should consult with their HR Employee Relations Consultant before responding to the request.

Employees requesting a reasonable accommodation will be asked to complete the attached "Request for Reasonable Accommodation" form and asked to support the request with medical documentation. Once the Request form is completed, the employee should return the form along with any medical documentation to Rush Employee and Corporate Health Services (ECHS). It is



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RUMC employees who require the use of a service animal in the workplace should also complete the "Request for Reasonable Accommodation" form. When completing the form, the employee should explain what work or task the service animal has been trained to perform. Employees are not required to provide any additional documentation for the service animal or provide a demonstration of the service animal's skill or aptitude in performing the work or task.

Once the employee has submitted all of the necessary documentation, the employee, the manager and an HR representative will meet to discuss the request and explore potential options for accommodation. The employee will receive a response to their request as soon as reasonably possible from the HR representative, considering various factors and based on an individualized assessment of each proposed accommodation. If approved, a record of the accommodation shall be documented and maintained in an HR file.

In the event that the requested accommodation is granted, the employee and manager should periodically revisit the effectiveness of said accommodation and consult with HR Employee Relations if changes to the accommodation are needed. At reasonable, periodic intervals, the employee may be asked to submit updated supporting medical documentation in order to continue the accommodation.

RUMC expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

ADDITIONAL DOCUMENTS (CLICK ATTACHMENTS TAB TO DOWNLOAD)

1. Request For Reasonable Accommodation
2. Employee Accommodation Request Questionnaire and Physician Statement (rev. April 2020)