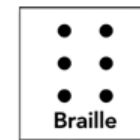


Individuals

with

Disabilities:

Resources through
Office of Institutional
Equity



OFFICE OF INSTITUTIONAL EQUITY

University of Notre Dame
414 Grace Hall
Notre Dame, IN 46556

Phone: 574-631-0444
TTY: 1-800-743-3333
Fax: 574-631-0877
Website: equity.nd.edu



UNIVERSITY OF
NOTRE DAME

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Equal Access and Accommodations for Persons with Disabilities

The University of Notre Dame is committed to fair and equitable treatment of all members of the University community without regard to disability. Persons with disabilities will be provided equal employment opportunities in accordance with the requirements of the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, and other applicable state and federal regulations.

Discrimination against qualified individuals with disabilities is prohibited.

Notre Dame endeavors to provide reasonable accommodation to qualified individuals with disabilities who need assistance to perform the essential functions of their jobs.

This resource provides basic information about the rights and responsibilities of employees and prospective employees with disabilities at the University of Notre Dame.

Workplace Accommodations: Commonly Asked Questions

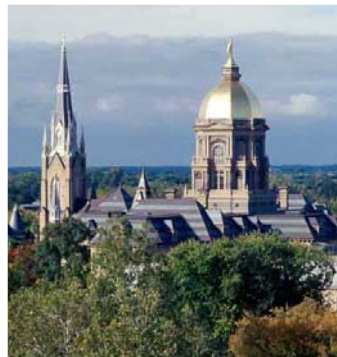
Who is a qualified individual with a disability?

A qualified individual with a disability is an individual who satisfies the requisite skill, experience, education, and other job-related requirements of his or her position, and who, with or without reasonable accommodation, can perform the essential functions of the position.

What is a disability?

A person is considered to have a disability if he or she:

- has a physical or mental impairment that substantially limits one or more of his/her major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment.



What is a reasonable accommodation?

A reasonable accommodation is any change or modification to a job, practice, policy, or the work environment that allows a qualified individual with a disability to participate in the job application process, perform the essential functions of a job, or enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Reasonable accommodations are determined through an interactive and collaborative process involving the employee, supervisors/managers, department heads, the Office of Institutional Equity, Risk Management, the Provost's Office, and/or Human Resources.

What is the process to request a workplace accommodation?

An employee may make a request for accommodation to his or her supervisor/manager, department head, or the Office of Institutional Equity. Upon making a request, the employee will be asked to fill out the Reasonable Accommodation Request Form. The employee is then responsible for forwarding the Reasonable Accommodation Request Form to:

Individuals With Disabilities Coordinator
Office of Institutional Equity
414 Grace Hall
Notre Dame, IN 46556
574-631-0444 phone
574-631-0877 fax

Questions and Answers

Submitting the Reasonable Accommodation Request Form sets in motion a collaborative, interactive process between the employee, supervisor/manager, department head, Office of Institutional Equity, Risk Management, the Provost's Office, and/or Human Resources to determine whether, or to what extent, a reasonable accommodation will allow the employee to fulfill the essential functions of the job.

What about confidentiality?

The University is entitled to information that will assist in the determination of a person as a qualified individual with a disability. However, all employee medical information is kept confidential and is maintained in separate medical files. The information is disclosed on a need-to-know basis only and may be disclosed to certain individuals involved in the collaborative process. Exceptions when disclosing medical information is allowed beyond those involved in the collaborative process include:

- Supervisors and managers may be told about necessary restrictions on the work or duties of the employee and about necessary accommodations. When supervisors are informed of an employee's limitations and accommodations, the ADA prohibits the disclosure of the employee's medical information to other employees.

- First aid and safety personnel may be told if the disability might require emergency treatment or special evacuation needs.
- Government officials investigating compliance with the ADA must be given relevant information on request.

Who is the Individuals With Disabilities Coordinator?

Kathy Brannock
Assistant Director
Office of Institutional Equity
414 Grace Hall
Notre Dame, IN 46556
574-631-0444 phone
574-631-0877 fax

Contact Kathy Brannock with questions or concerns. Additional information is available at equity.nd.edu.