DRC Workplace Access

Partners in Inclusion & Access

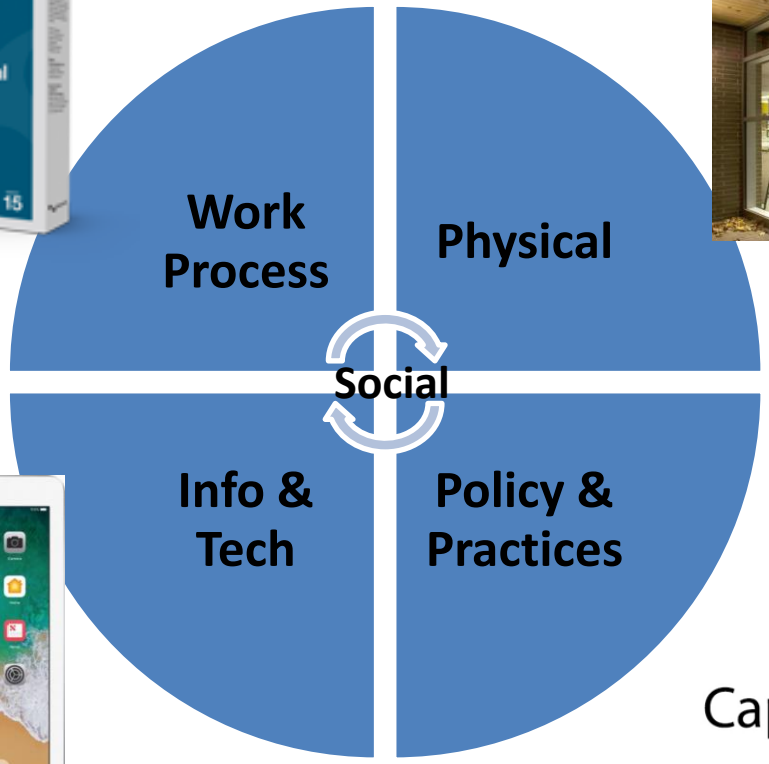
About the Disability Resource Center

We ensure that UA curricular, workplace, physical, information, technology and policy environments are usable, welcoming and accessible through individual consultation, strategic partnerships and consistent outreach.

The Meaning of Access at UA

- Going beyond the letter of the law – what CAN we do!
- Engaging in a conscious process of rethinking the design of environments at the University, to be usable by all individuals, to the greatest extent possible
- Barriers exist in environments, not in the individual
- Ensuring all environments are accessible to everyone

Inclusion and Access to All Environments

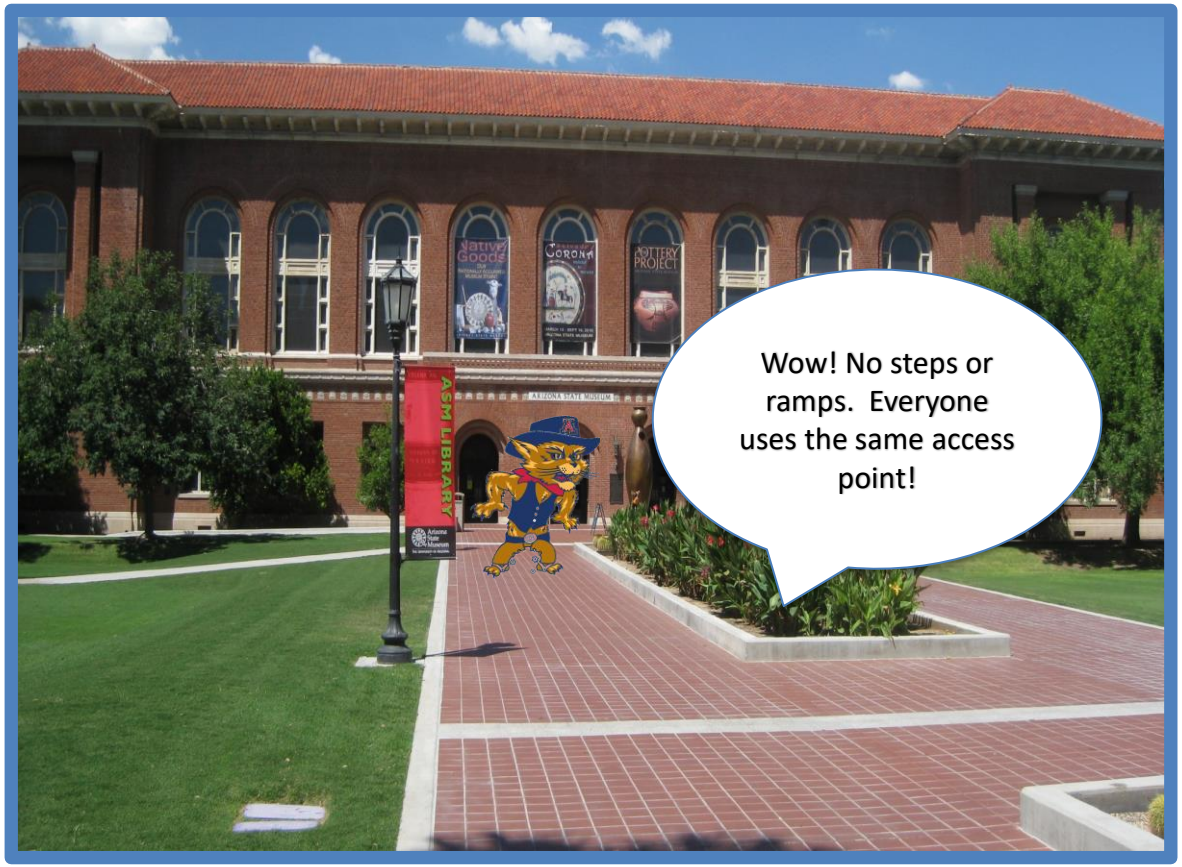


Adobe Flash
Captions & Subtitles

Universal Design

The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

Our Responsibility	Impact
• Identify and remove barriers to access • Incorporate access into design initially	• Inclusive and welcoming environments • Sustainable design • Equitable, respectful experience for all


Native Goods
Corona
Pottery Project
ASM LIBRARY
Wow! No steps or ramps. Everyone uses the same access point!

Workplace Access

Consults with employees and supervisors on options for removing barriers to access in the workplace.

- Consults on implementation of Universal Design principles
- Ensures University processes are followed for access and reasonable accommodation.

Facilitate provision of reasonable accommodation.

- Individualized, but based in consistent process

Any change or adjustment to a job, the work environment or the way work is customarily done which permits a qualified applicant or employee with a disability to perform the essential functions.

- Modification or adjustment that enables the enjoyment of equal benefits & privileges of employment
- Can't take privileges /benefits/opportunities away
- Similar to fundamental alterations of course within the academic setting.

Individualized Interactive Process

- Every request and outcome based on the individual, but our process is always consistent.
- This means most of the time we can't take any benefits or privileges away.
- "Trust the process"

Interactive Process Steps

Employee initiates request with Disability Resources	Request Form & Medical Provider Form
Eligibility determination	Impairment substantially limits major life activity
Discuss the request and essential functions with the department	Medical information kept confidential
	Possibly work with HR
	This is the puzzle that we get to solve!!!
Accommodation determination	Takes into account not only the employee's role, but HR Policy, possible labor laws and civil rights laws and best practices
Communication	Accommodation Letter that goes to employee, supervisor, chain of command and HR representatives

Who are they required for?

- Qualified applicants

- Qualified employees
- Part-time, full-time, probationary, student employees

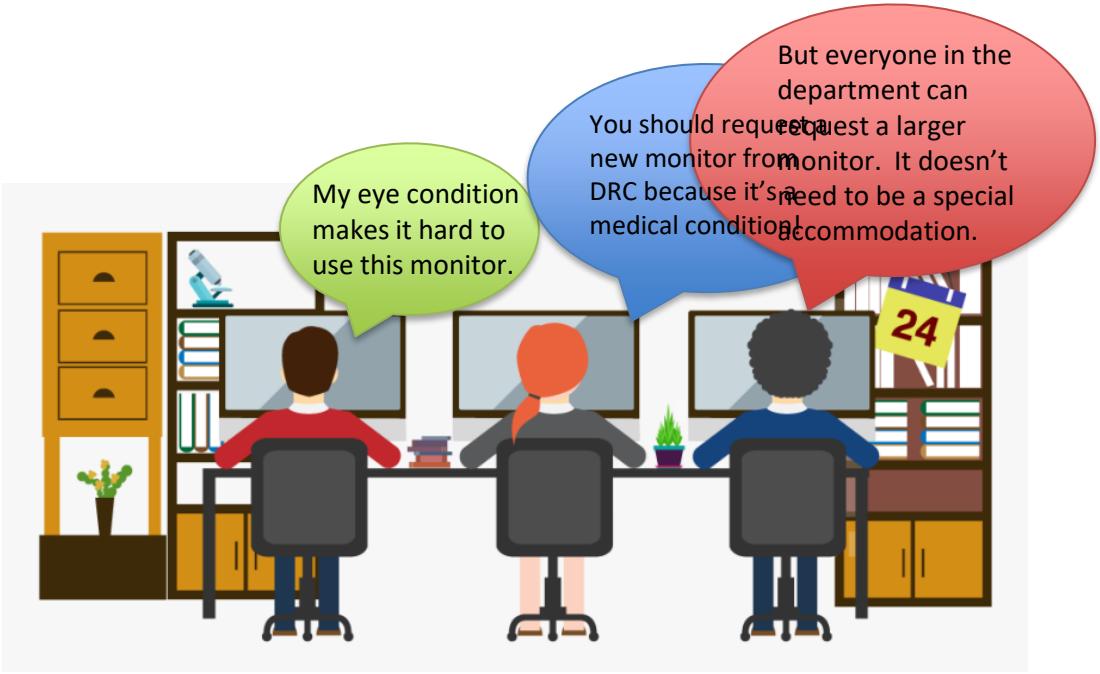
Magic Words Aren't Necessary

Plain English is enough.

Doesn't need to be in writing.
Verbal requests can be sufficient.

Employee suggests s/he may need a change to a work environment or practice because of a medical condition, pregnancy or disability.

Refer employee to DRC if this is not a request that you would normally approve as usual department practice.



Accommodation Examples
Opportunities for Better Design

General Accessibility/Universal Design

- Ensuring recruiting sites, electronic applications, interview sites, testing sites, etc., are accessible
- Providing employment materials in accessible formats
- Making an employee's workstation accessible
- Ensuring physical work environment are accessible

Modifying or Creating Policies/Practices

Modifying a practice related to working from home/remotely

Implementing a practice related to fragrances or allergies

ADA Leave

Modified/Flexible Scheduling

- Adjusting arrival or departure times
- Allowing a “window of arrival”
- Allowing flexible schedule
- Allowing part-time or reduced work schedule
- Allowing periodic breaks
- Changing a shift
- Allowing an employee to use leave

Job Restructuring

Reallocating or redistributing marginal job functions

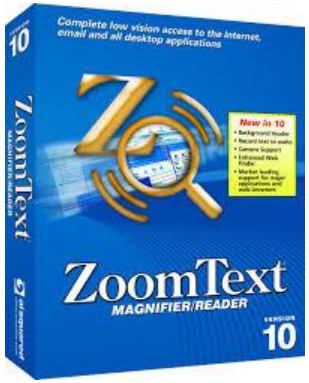
Altering when and/or how a function, essential or marginal, is performed

Providing temporary modified or light duty

Never have to reallocate essential functions, but can if warrented.

Providing Equipment

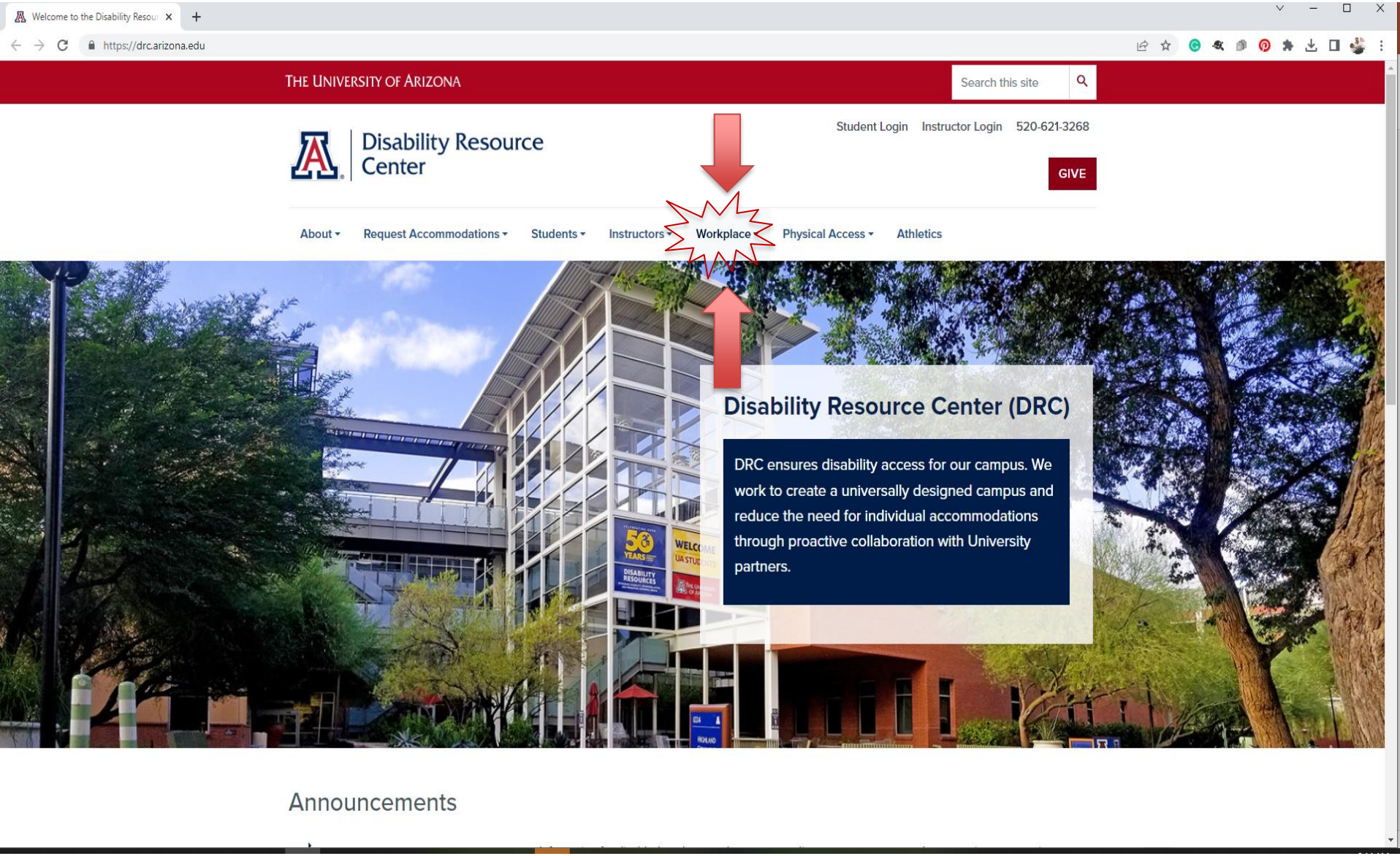
- Purchasing, modifying, and designing equipment

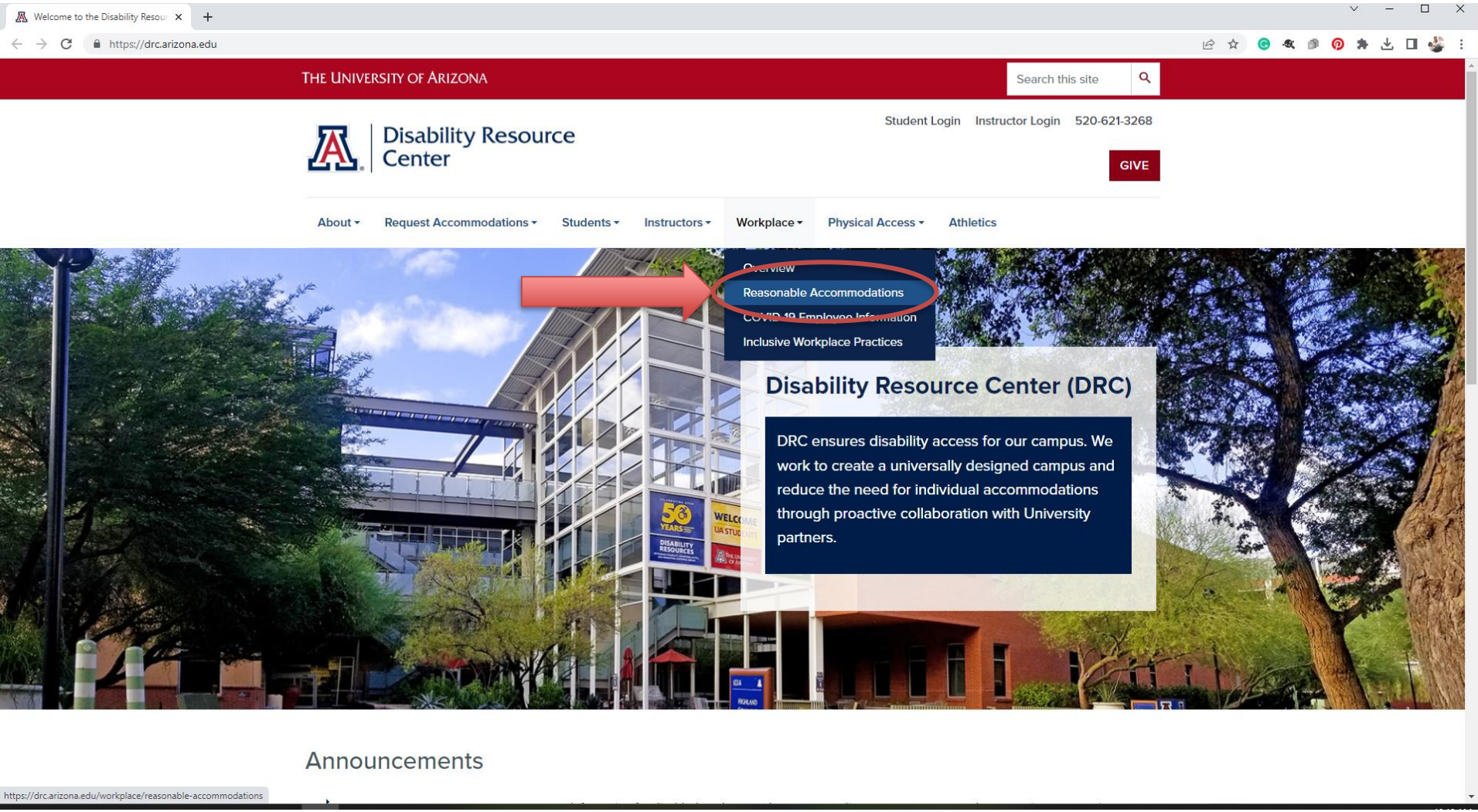


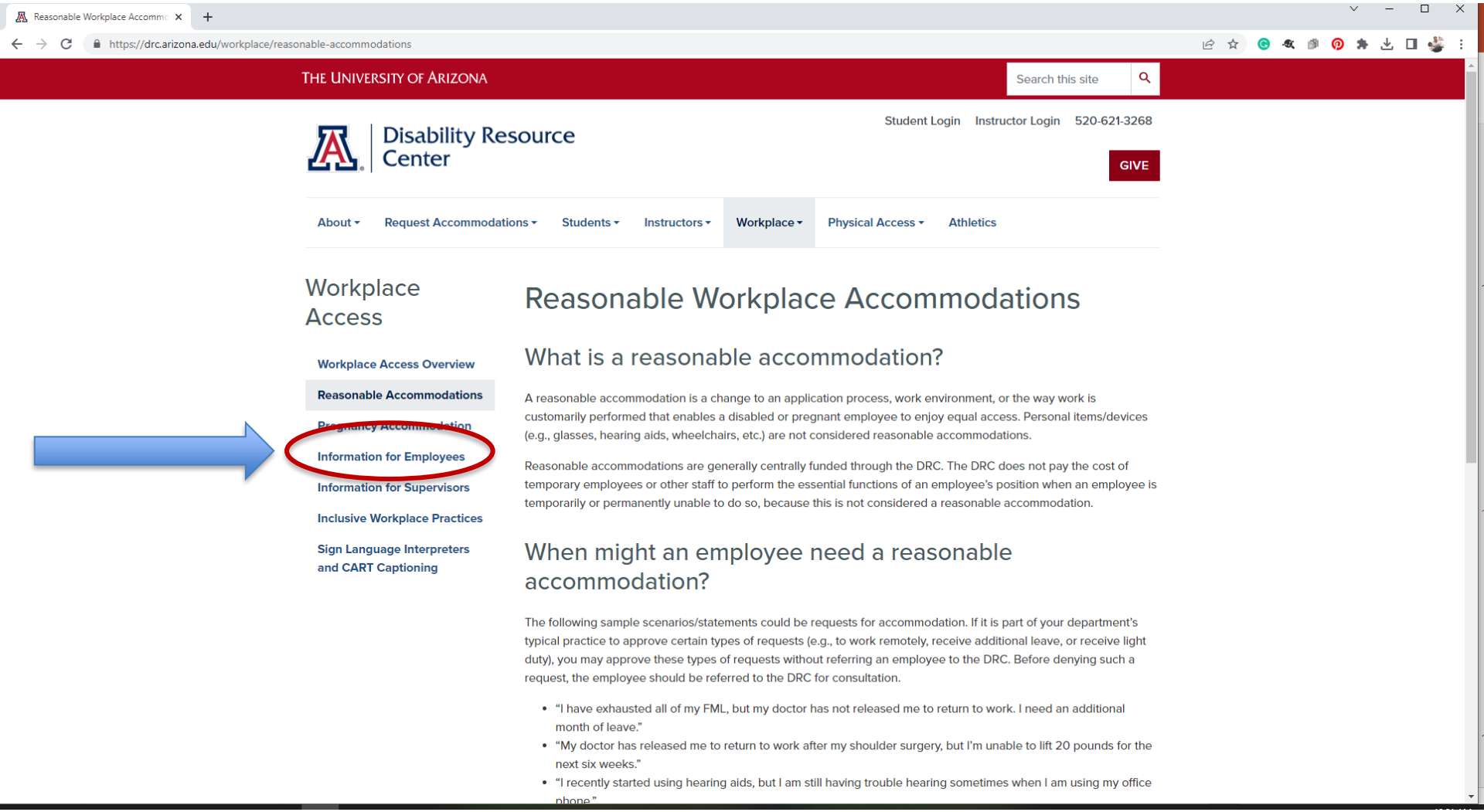
Examples:

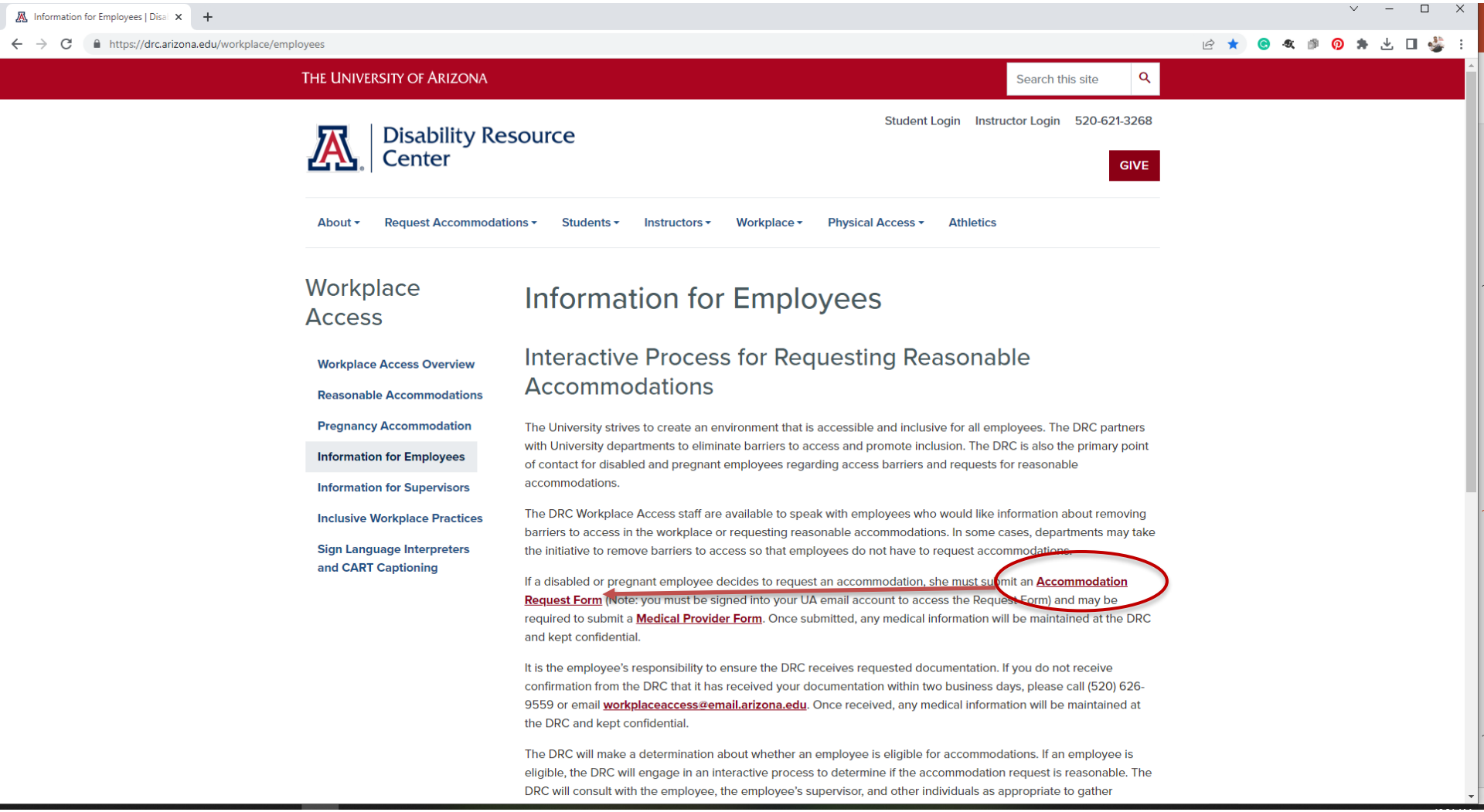
- Magnifying reading software
- Voice recognition software
- Videophone
- Tablet w/ apps
- Desk chair or adjustable workstation
- Alternative keyboard
- Stand/lean stool/desk
- Amplified headset

My friend needs an ADA Workplace Accommodation. How do they start the process?




Welcome to the Disability Resou
https://drc.arizona.edu
THE UNIVERSITY OF ARIZONA
Search this site
Student Login
Instructor Login
520-621-3268
Disability Resource Center
GIVE
About
Request Accommodations
Students
Instructors
Workplace
Physical Access
Athletics
Overview
Reasonable Accommodations
COVID-19 Employee Information
Inclusive Workplace Practices
Disability Resource Center (DRC)
DRC ensures disability access for our campus. We work to create a universally designed campus and reduce the need for individual accommodations through proactive collaboration with University partners.
Announcements
https://drc.arizona.edu/workplace/reasonable-accommodations


Reasonable Workplace Accomm
https://drc.arizona.edu/workplace/reasonable-accommodations
THE UNIVERSITY OF ARIZONA
Search this site
Student Login
Instructor Login
520-621-3268
Disability Resource Center
GIVE
About
Request Accommodations
Students
Instructors
Workplace
Physical Access
Athletics
Workplace Access
Workplace Access Overview
Reasonable Accommodations
Information for Employees
Information for Supervisors
Inclusive Workplace Practices
Sign Language Interpreters and CART Captioning
Reasonable Workplace Accommodations
What is a reasonable accommodation?
A reasonable accommodation is a change to an application process, work environment, or the way work is customarily performed that enables a disabled or pregnant employee to enjoy equal access. Personal items/devices (e.g., glasses, hearing aids, wheelchairs, etc.) are not considered reasonable accommodations.
Reasonable accommodations are generally centrally funded through the DRC. The DRC does not pay the cost of temporary employees or other staff to perform the essential functions of an employee's position when an employee is temporarily or permanently unable to do so, because this is not considered a reasonable accommodation.
When might an employee need a reasonable accommodation?
The following sample scenarios/statements could be requests for accommodation. If it is part of your department's typical practice to approve certain types of requests (e.g., to work remotely, receive additional leave, or receive light duty), you may approve these types of requests without referring an employee to the DRC. Before denying such a request, the employee should be referred to the DRC for consultation.
"I have exhausted all of my FML, but my doctor has not released me to return to work. I need an additional month of leave."
"My doctor has released me to return to work after my shoulder surgery, but I'm unable to lift 20 pounds for the next six weeks."
"I recently started using hearing aids, but I am still having trouble hearing sometimes when I am using my office phone."


Information for Employees | Disa
https://drc.arizona.edu/workplace/employees
THE UNIVERSITY OF ARIZONA
Search this site
Student Login
Instructor Login
520-621-3268
Disability Resource Center
GIVE
About
Request Accommodations
Students
Instructors
Workplace
Physical Access
Athletics
Workplace Access
Workplace Access Overview
Reasonable Accommodations
Pregnancy Accommodation
Information for Employees
Information for Supervisors
Inclusive Workplace Practices
Sign Language Interpreters and CART Captioning
Information for Employees
Interactive Process for Requesting Reasonable Accommodations
The University strives to create an environment that is accessible and inclusive for all employees. The DRC partners with University departments to eliminate barriers to access and promote inclusion. The DRC is also the primary point of contact for disabled and pregnant employees regarding access barriers and requests for reasonable accommodations.
The DRC Workplace Access staff are available to speak with employees who would like information about removing barriers to access in the workplace or requesting reasonable accommodations. In some cases, departments may take the initiative to remove barriers to access so that employees do not have to request accommodations.
If a disabled or pregnant employee decides to request an accommodation, she must submit an Accommodation Request Form (Note: you must be signed into your UA email account to access the Request Form) and may be required to submit a Medical Provider Form. Once submitted, any medical information will be maintained at the DRC and kept confidential.
It is the employee's responsibility to ensure the DRC receives requested documentation. If you do not receive confirmation from the DRC that it has received your documentation within two business days, please call (520) 626-9559 or email workplaceaccess@email.arizona.edu. Once received, any medical information will be maintained at the DRC and kept confidential.
The DRC will make a determination about whether an employee is eligible for accommodations. If an employee is eligible, the DRC will engage in an interactive process to determine if the accommodation request is reasonable. The DRC will consult with the employee, the employee's supervisor, and other individuals as appropriate to gather

ARIZONA | DISABILITY RESOURCES

Home

Home » Online Application

- Home
- Online Services Home

ONLINE APPLICATION

Important Messages

The purpose of this form is to assist the Disability Resource Center (DRC) in determining whether, or to what extent, a reasonable accommodation is required for a disabled or pregnant employee with a disability to perform the essential functions of his/her job safely and effectively. **This form will be treated confidentially and filed at the DRC. It will be maintained separately from any personnel records.**

You should receive an immediate email confirmation from Arizona.DRC@accessiblelearning.com, acknowledging the receipt of your application. Please contact drc-workplaceaccess@email.arizona.edu if you have any questions regarding this process or have not been contacted within 72 hours of submission.

Personal Information

Start Term *: 2023 - Spring
Note: Select when you would like to start your services.

First Name *:

Last Name *:

Middle Name:

Optional: Preferred Name:

Employee ID *:
Hint: Enter 8 alpha numeric characters.

Gender *: Not Specified

Pronouns: Select One

Contact Information

Primary Phone Number:
Hint: Enter 10-digit number only.

Secondary Phone Number:
Hint: Enter 10-digit number only.

Email Address *:

Questions

1. **Preferred Mailing Address** *

2. **College/Department** *

3. **Job Title** *

Tips to Remember

- All of us have a role to play in designing inclusive and accessible workplace environments.
- Employees do not have to use the "magic words" when requesting accommodations.
- Supervisors and department heads must not deny an accommodation request before it (and possible alternatives) are thoroughly evaluated by Disability Resources. Denials, if appropriate, will come from Disability Resources.
- If anyone has concerns or questions regarding the intersection of disability and the workplace, they should contact Disability Resources to consult.

Workplace Access Contact Information

- **workplaceaccess@arizona.edu**

- **Amanda Loveless**

Access Consultant Sr., Workplace Access

amandaloveless@arizona.edu

(520) 626-8971

DRC Main Contact Information

- **Web:** drc.arizona.edu
- **Phone:** 520-621-3268
- **Fax:** 520-621-9423
- **Location:** Highland Commons
- **Email:** drc-info@email.arizona.edu
- **Facebook:** University of Arizona Disability Resources

drc.arizona.edu

ARIZONA | DISABILITY RESOURCES