

## **Employee Disability Accommodation FAQs:**

**Q: What office is responsible for overseeing and facilitating the employee workplace disability accommodation process?**

A: Office of Compliance, Equal Opportunity and Affirmative Action (EOAA) <https://www.kent.edu/hr/employee-accommodation-request> or [aa\\_eeo@kent.edu](mailto:aa_eeo@kent.edu), located in Heer Hall, 635 Loop Rd., Kent OH 44242, 330-672-2038.

**Q: Which office implements Student disability accommodations?**

A: Student Accessibility Services (SAS) <https://www.kent.edu/sas> or [sas@kent.edu](mailto:sas@kent.edu), located at 1125 Risman Drive (inside University Libraries) suite 100, Kent OH 44242, 330-672-3391

**Q: As an employee with a disability or impairment, if I need an accommodation in the workplace, where can I obtain the necessary forms to request an accommodation?**

A: Call Office of Compliance, EOAA at 330-672-2038 or visit: <https://www.kent.edu/hr/employee-accommodation-request>

**Q: I am a faculty member and I do not have a job description to provide to my healthcare provider, what do I do?**

A: It is the faculty member's responsibility to inform their healthcare provider what major life activity (i.e. sitting, standing, hearing, bending, lifting, walking, etc.) prevents or limits them from performing the essential functions of their job. Faculty members may visit <https://www.onetcodeconnector.org/> a website sponsored by the U.S. Department of Labor which contains job descriptions for postsecondary educators (by discipline). For more information on major life activities and major bodily functions, please visit <https://www.dol.gov/ofccp/regs/compliance/faqs/ADAfaqs.htm>

**Q: Can an employee request a workplace accommodation while out on FMLA or leave of absence?**

A: Yes, employees who are out on FMLA or a leave of absence can request an accommodation. Once the employee has received a "return to work" date from their healthcare provider, contact EOAA to have the required forms sent to you or visit: <https://www.kent.edu/hr/employee-accommodation-request>. The employee will still go

through the normal process of completing and submitting the required forms and participating in the interactive process.

**Q: If my disability accommodation involves the approved University purchase of equipment/office furniture etc., who is responsible for finding appropriate equipment to be purchased?**

A: Once the interactive process between the employee and the supervisor and/or unit has been completed and the employee's accommodation has been approved, it is the employee's responsibility to work with their supervisor and/or business manager of the unit to find a vendor, research the product availability and reliability, and provide 3 quotes of the equipment/furniture item to EOAA within 5 business days of receiving their determination letter.

**Q: Who is responsible for purchasing equipment, item, or services related to disability Accommodations?**

A: If the equipment/item/service is for a specific employee that has gone through the interactive process with EOAA, the employee's unit will pay for the equipment/item/service initially, however, the department can be reimbursed for the full amount and in some cases a partial amount by completing the authorization fund expenditure form, providing receipts and/or proof of purchase and providing the department's index and account number to be reimbursed.

**Q: Are services such as American Sign Language (ASL) or interpreting services covered by the employee disability accommodation process?**

A: Yes, if the service is for a specific employee and that service is being provided for a specific reason (i.e. interview, disciplinary hearing, performance review etc).

If the service is being provided to the general public or audience for things such as graduations, ceremonies, conferences, special events with keynote speaker(s), farewell/retirement events etc. the unit is responsible for incurring the charges. (i.e. interpreters, closed captioning, FM units etc.) EOAA (employees), as well as SAS (students), is available for consultation regarding this process and services.

**Q. Does EOAA cover the delivery/labor or setup costs of equipment or furniture?**

A: EOAA will not cover the cost or reimburse for transporting/moving equipment/furniture from one office to another. Also, setup fees, delivery fees, shipping and handling costs,

installation fees and labor fees etc. are other fees that will not be covered by EOAA. The employee's unit will be responsible for such fees.

**Q: As a supervisor of an employee, can I request an accommodation on behalf of, or for, an employee I supervise?**

A: No. If an employee needs an accommodation to perform their job duties, the employee must contact EOAA and make the request.

**Q: How long does it take to have a requested ADA accommodation reviewed, initiate the interactive process and a determination made?**

A: There is no established time period for processing, as each request must be examined on a case-by-case basis. The processing timeline also depends on how quickly the required forms completed by the employee and the healthcare provider are returned and the availability of the employee and the supervisor to begin the interactive process.

**Q: Once an accommodation is approved and put into place, is there a re-evaluation process after a certain amount of time has passed?**

A: All employee disability accommodations approved by EOAA will be subjected to review or re-evaluation on an as needed basis. Additionally, if an employee is receiving an accommodation that was approved by EOAA and that accommodation is not working or no longer needed, the employee must contact EOAA to engage in an interactive process to assess and re-evaluate the initial disability accommodation.

**Q: What happens to the furniture/equipment or item I am using through the accommodation process if I should leave the university or transfer to another KSU campus?**

A: Any and all equipment is property of the university, therefore if you should leave the university (voluntarily or involuntarily), EOAA should be contacted and the decision will be made if the furniture/equipment or item can remain within department or if arrangements will be made to have the furniture/equipment or item picked up. If you should transfer to another KSU campus or office within the university, the furniture/equipment or item should go with you to your new location. It will be the responsibility of your new supervisor and/or business manager to plan to have the furniture/equipment or item relocated to the new office/location or space at the department's expense (if applicable).

**Q: What happens if after purchasing the approved equipment or item and the item becomes damaged, broken, or lost?**

A: These situations will be reviewed on a case by case basis. Please note, the equipment or item purchased for an accommodation is the property of the university, therefore, it's imperative that the equipment/item be handled with care and should not be removed or taken from university property (i.e. home or other personal uses). If an item should be lost or damaged due to the negligence of the accommodated employee, the employee will be responsible for the cost and/or the replacement of that item.