ADA Policy

Policy Statement

This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures.

The University of Georgia complies with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). This policy ensures consistency in practices among institutions of the University System while affording the appropriate level of flexibility needed at the institutional level.

Refer to USG's Policy: HRAP Policy on Americans with Disabilities Act

UGA Procedures

Section I: ADA Employee Accommodation Request
1. The employee completes employee identification information and clicks here to complete the online accommodation request form. This step initiates the accommodation process.
2. The employee describes their impairment and requested accommodations.
3. Upon receipt of the employee's accommodation request, University HR's Workforce Engagement team will contact the employee's supervisor and request the Job Analysis and a job description.

Section II: Job Analysis and Employee Information
1. The supervisor completes the employee identification information.
2. The supervisor provides Workforce Engagement with the Job Analysis and a job description within 5 business days of the request.

Section III: Job Analysis
1. Describe each of the employee's essential functions or job duties (see example job analysis). Essential functions are core duties that are the reason the position exists. An essential function is defined as the basic job duties that an employee must be able to perform. They are the fundamental duties of a position.
2. Attach a job description.

Section IV: Employee ADA Medical Certification
1. After the job analysis is complete, Workforce Engagement will notify the employee and the employee should complete the Medical Certification employee identification information and sign the form.
2. The employee sends the Medical Certification, Accommodation Request, Job Description, and Job Analysis to the employee's healthcare provider.
3. The healthcare provider completes the Medical Certification, and the form is sent to Workforce Engagement

Next Steps
1. Workforce Engagement reviews all documents with the employee's department and these offices together with UGA's Equal Opportunity Office, make a combined recommendation on the employee's eligibility for ADA accommodations and where reasonable, determine reasonable accommodations.
2. Employees may appeal the determination within 10 business days of receipt of the notification regarding ineligibility for accommodation. The appeal should go to UGA's Equal Opportunity Office. Employees may contact EOO at 706-542-7912 or ugaeoo@uga.edu.
3. Employees found eligible for accommodation will be notified and a meeting will be scheduled with the employee, the employee's supervisor and/or department head, appropriate HR personnel, and if needed, EOO to discuss...
possible accommodations. The intent of this step is to establish and encourage a cooperative process among the parties to identify and implement reasonable and appropriate accommodations. To assist in maintaining momentum in this process, a timeline for completion of the accommodation(s) shall be established as soon as practical in this process.

**Record Retention**

Record Number 0472-04-016
Reference: https://www.usg.edu/records_management/schedules/930
Personnel File Closeout Form: 50 years; Supervisor's Copy: 3 years after separation of employee; Employment Eligibility Verification Forms: 3 years; All other records: 7 years following separation of employee from institution.

**Related information**

Insert Additional Related Information

ADA Accommodations at hr.uga.edu
UGA Equal Opportunity Office (ADA coordinator)

**Responsibilities**

**Responsible University Senior Administrator**: Vice President for Finance & Administration
**Responsible University Administrator**: Associate Vice President for Human Resources
**Policy Owner**: University Human Resources, Workforce Engagement
**Policy Contact**: Senior Director, Workforce Engagement
**Contact Information**: HRWeb@uga.edu or (706) 542-2222

**Policy Dates**

Effective Date: 7/25/2023
Date Last Updated: 7/25/2023