

2.3 DISABILITY ACCOMMODATION

Willamette University provides reasonable accommodation to otherwise qualified employees who are disabled and need assistance to perform the essential functions of their positions. The employee is responsible for requesting accommodation and for providing medical documentation to assist in understanding the nature of the employee's functional limitations. This documentation may be subject to confirmation by a University-appointed healthcare provider. For more information, contact the University's Director of Human Resources.

Initial requests for employment-related disability accommodation should be directed to the Director of Human Resources, who will work with the department in which an employee works or where a prospective employee will be working to determine reasonableness of requested accommodations. Initial requests may also be made directly to a supervisor, Dean or Vice President responsible for a unit, but is not required. The Director of Human Resources will limit the dissemination of medical information provided in medical documentation submitted pursuant to a request for disability accommodation.

Appeals regarding disability-related decisions should be directed to the Vice President and Executive Assistant to the President who has been designated as the University's ADA Appeals Officer. Formal appeals presented to the ADA Appeals Officer will follow the University's grievance procedure described in Section 9 of this handbook, starting at the second level of review. An employee has the right to contact the Equal Employment Opportunity Commission (EEOC) at any stage of a perceived disability complaint. However, the appeal procedure is an attempt to resolve complaints internally.