

## **Accommodation of Individuals with Disabilities**

1. **Accommodation Policy.** It is the policy of the University of Kansas Medical Center to provide reasonable accommodation to qualified individuals with known impairments that meet the statutory definition of a covered disability except where such accommodation would impose an undue hardship or present the threat of harm. This policy governs all KUMC affiliated sites, including the School of Medicine-Wichita campus. Persons with disabilities who are covered under this policy include:
  - a. individuals seeking admission to academic or residency programs;
  - b. applicants for employment;
  - c. employees who, with or without reasonable accommodation, can perform the essential functions of a position;
  - d. students who satisfy eligibility criteria, and with or without reasonable accommodation, meet the technical standards and matriculation requirements of a program;
  - e. residents who satisfy eligibility criteria and, with or without reasonable accommodation, meet the technical standards for graduate medical education; and,
  - f. individuals who wish to participate in university-sponsored events, programs or activities which are open to the public.
  
2. **Legal Basis.** The principles of reasonable accommodation are articulated in provisions of the Americans with Disabilities Act (ADA) of 1990, the Federal Rehabilitation Act of 1974 and the Kansas State Act Against Discrimination. Reasonable accommodation applies to all aspects of employment, all University services or activities provided to the general public, and all educational programs, services and activities.
  
3. **Responsibility for Implementation.** The EO/Disability Specialist, located on the Kansas City campus, is the primary contact for information and advice about disability accommodation and access. However, all unit heads and University departments share certain responsibilities, including:
  - a. **Notification:** Any office, department, program or site which distributes announcements or advertisements for services and activities is responsible for inserting notification of the KUMC accommodation policy and instructions for requesting an accommodation. Notification statements must be approved by the Equal Opportunity Office.
  - b. **Identification of Essential Job Functions:** Unit heads are responsible for identifying and documenting essential and marginal functions, as well as physical and mental requirements in the job descriptions of all positions under their supervision, in consultation with the EO/Disability Specialist. The Human Resource Departments on both the Kansas City and Wichita campuses are responsible for ensuring that position descriptions comply with this requirement before recruitment begins.

- c. **Identification of Technical Standards:** Unit heads are responsible for developing and maintaining current technical standards governing admission to and completion of academic and residency programs under their direction, in consultation with the EO/Disability Specialist.
  - d. **Provision of Accommodations:** The primary responsibility for providing reasonable accommodation rests with the affected department or unit which must consult with the EO/Disability Specialist and other appropriate university officials.
4. **Procedure for Requesting Accommodation.** It is the obligation of individuals seeking accommodation to direct their request to the appropriate university contact. The appropriate university contact depends on whether the individual seeking accommodation is a student, applicant, staff member, faculty member, resident or member of the general public.
- a. *Students.* Students with documented disabilities who are enrolled at the University should direct their request for accommodation to the EO/Disability Specialist. Students may also discuss their need for accommodation with faculty, a student services official on either the Kansas City or Wichita campus, or the school's Disability Officer.
  - b. *Staff and Faculty.* Employees may request accommodation from their immediate supervisor, program director, department chair, or the EO/Disability Specialist.
  - c. *Applicants for Employment.* Applicants may request accommodation during the application or interview process from the search committee chair, hiring/screening official, Human Resource Department in Kansas City or Wichita, or the EO/Disability Specialist.
  - d. *Applicants for Admission.* Applicants may request accommodation during the application process from the appropriate Admissions Office for the school or program, the School Disability Officer, or the EO/Disability Specialist.
  - e. *Residents* (including applicants and candidates for residency): Individuals applying for a residency program, candidates for residency, or current residents may request accommodation from the residency Program Director, the Director of Graduate Medical Education in Kansas City or Wichita, or the EO/Disability Specialist.
  - f. Members of the *general public* seeking accommodation for specific university-sponsored activities, services or events which are open to the public may request accommodation from the program's sponsor in advance of the date upon which the accommodation is sought.
5. **Receiving Accommodation Requests. It is the responsibility of any member of the University who receives an accommodation request to contact the EO/Disability Specialist.** The EO/Disability Specialist is responsible for ensuring that requests are considered on a case-by-case basis in accordance with state and federal regulations, and that appropriate University officials are involved in evaluating the request, identifying funds and

implementing the accommodation. The right to reject an accommodation request because of undue hardship is reserved for the *Executive Vice Chancellor or his designee*.

6. **Documentation of Disability.** Individuals who request accommodation are obligated to provide documentation of their disability from an appropriate health care provider upon request of the EO/Disability Specialist. The University reserves the right to obtain additional medical or psychological assessment at its own cost. All documentation received regarding disability shall be retained in confidential files in the Equal Opportunity Office, separate from the academic or personnel files of the individual. Information regarding the nature of the disability and the accommodation indicated shall be restricted to individuals who, in their official University capacity, have a legitimate need for the information.
7. **Reporting Failure to Provide Reasonable Accommodation.** Individuals who believe they have been denied reasonable accommodation or have been subjected to discrimination because of their disability are advised to contact the Equal Opportunity Office. Disputes related to reasonable accommodation are handled internally through the Discrimination Complaint Procedure outlined in section F.