

# What is Reasonable Accommodation? (Campus)

## Overview

In accordance with the University of California's commitment to diversity and inclusion, UCSF is dedicated to supporting University members by removing barriers preventing full expression of their potential. In order to do so, the University will engage in a good faith interactive process to enable a Staff, Faculty, Non-Faculty Academic, Resident, and Postdoctoral Scholar to perform the essential duties of the position and/or appointment for which they were hired. The University engages in this process via consideration of reasonable accommodations.

If a University employee is unable to perform the essential duties of their job due to work restrictions, the University will explore whether it can provide reasonable accommodations to allow an employee continuation of their essential functions or to perform the essential functions of another role for which they are qualified. Reasonable accommodations may include modifications or adjustments to the job or work environment. Examples of reasonable accommodations include:

- Temporary or permanent reduction in work hours
- Job site modifications
- Adaptive aids
- Ergonomic tools or equipment
- Leave of absence
- Reassignment to another role

Disability Management Services (DMS) will facilitate an interactive process with the employee, and the individual they report to, to help determine any temporary or permanent accommodations that may be offered. In this way, the University can retain and support valued, experienced, and trained employees while complying with the Americans with Disabilities Act (ADA), the Fair Employment and Housing Act (FEHA), the collective bargaining agreements, and UC policies.

## Employee Steps

1. Initiate the request for the interactive process. You may do so by:
  - a. Communicating to your supervisor (this may include your PI, Chief or Chair) the challenges you are experiencing in performing the duties and responsibilities of your position. It is not necessary in this discussion to disclose your health condition, just the factors that are impacting your ability to perform the work.
  - b. Reaching out directly to your DMS Analyst. You may find your Analyst here: [HR Lookup](#)
  - c. Making a request to your Academic HR generalist, HR Liaison, Division Manager or other departmental representative verbally, in writing, or via a health care provider's note.
2. Once the interactive process is initiated, DMS will work with you and a designated departmental representative(s) to complete the process. The steps necessary for this process may vary depending upon your work-related limitations, the duration of the limitations, and the nature of your role. These steps may include the following actions:
  - a. Requesting written documentation from your health care provider describing:
    - i. Your specific job-related (functional) limitations

- ii. The length of time the work restrictions are expected be in place.
  - b. Upon receipt of this information, DMS will speak with you to review your work-related restrictions and any requested accommodations.
  - c. DMS will then schedule and facilitate an interactive meeting with you and appropriate departmental representatives.
  - d. During the interactive meeting we will:
    - i. Review the specific work-related restrictions and whether these restrictions are permanent or temporary,
    - ii. Discuss the requested accommodation options that may allow you to perform your job functions. While any requested accommodations will be considered; based on the nature of the work restrictions, your role, and/or the department's business needs; the department may also offer alternate, reasonable accommodation options.
    - iii. Determine the duration off the agreement and any associated review of the agreed upon terms.
3. When agreements are reached:
- a. DMS will work with your department to develop a Transitional Work Plan (TWP), a Memorandum of Understanding (MOU), and any other documentation required to outline the temporary and/or permanent agreements.
  - b. Your work accommodation will be initiated and will include:
    - i. Regular follow up with your supervisor, DMS, and/or an HR Generalist to review the effectiveness of the accommodations.
    - ii. You will continue to be an active participant in the interactive process and will have an opportunity to communicate any concerns you have about the proposed accommodation(s).
    - iii. Based on this ongoing discussion and review:
      - 1. The interactive process may be reinitiated if the accommodation(s) implemented is not allowing you to perform the essential functions of your role, your health condition changes, or additional or alternate accommodations need to be considered.
      - 2. If your health condition resolves, you will be asked to provide updated documentation from your health care provider to your supervisor, DMS and/or your HR Generalist that documents your release to return to full duty. If you are providing clinical services, a release through the Medical Staff Office may also be needed.
  - 4. If agreements are not reached and/or there are no viable accommodations identified, DMS will work with you to determine next steps in the interactive process.
  - 5. If you have been on a leave of absence as a reasonable accommodation and you are returning from a leave without pay:
    - a. Ensure you have a release to return to work from your health care provider.
      - i. If you are restricted upon your return to work, your provider must identify the work restrictions and the anticipated duration of the restrictions.
    - b. Via the UC Path portal, review your benefit's enrollments and benefit's summary within 31 days of your return to work
    - c. Complete and submit your enrollments on the UC path portal (if necessary) before the end of the 31<sup>st</sup> day
    - d. Review your first few pay checks to ensure deductions are correct.
    - e. Reach out to the UC Path Center for assistance (Monday to Friday 8 am to 5 pm)
      - i. (855) 982-7284
      - ii. [ucpath@universityofcalifornia.edu](mailto:ucpath@universityofcalifornia.edu)

## Relevant Policies

## Academic Personnel Manual (APM)

- [APM 711: Reasonable Accommodation for Academic Appointees with Disabilities](#)
- [APM 760: Family Accommodations for Childbearing and Childrearing](#)
- [APM 715: Leaves of Absence/Family and Medical Leave](#)

## Campus Administrative Policies:

- 150-26: [Employee Disability/Rehabilitation](#)
- 150-28: [Americans with Disabilities \(ADA\) Barrier Removal](#)
- [Collective Bargaining Agreements](#)
- [Family and Medical Leave Act \(FMLA\) General Notice](#)
- [California Family Rights Act of 1993 \(CFRA\) and Pregnancy Disability Notice](#)
- [California Fair Employment and Housing Act](#)

## Forms

- [Reasonable Accommodation Request Form for Employees](#)

## Related Resources and Tools

- [Faculty & Staff Assistance Program](#)

## Training

- Using your Employee ID, [log in to the UCSF Learning Management System](#). Search for the "Guide to Interactive Process and Reasonable Accommodation."

## Other Actions to Consider

- [Return-to-Work-Campus](#)
- [What-is-Priority-Reassignment-Campus](#)