

Reasonable Accommodations for Employees and Applicants (Disability)

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Contact: [University Human Resources \(UHR\)](#)

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Introduction

This policy explains the university's administration and facilitation of the interactive process to identify reasonable disability accommodations. [top](#)

Policy Statement

Purpose

Iowa State University is committed to creating an environment that recognizes the valuable contributions that qualified employees with disabilities make to the workplace.

It is the policy of Iowa State University to provide reasonable accommodations for qualified individuals with disabilities who are current employees of ISU or applicants for employment at ISU.

Iowa State University is compliant with state and federal law. [top](#)

Who Should Know

This policy applies to all Iowa State University employees. Additionally, this policy applies to all applicants for employment during the job application process.

Further, managers and human resource employees have roles ensuring compliance with this policy by identifying requests, providing resources, and engaging in the interactive process for reasonable accommodation. [top](#)

Requesting Accommodation

University Human Resources (UHR) encourages early engagement in requesting accommodations for a disability. Employees and applicants may request accommodation at any time during the application process or course of employment.

Current employees and applicants for employment are responsible for requesting a reasonable accommodation from their manager or UHR. Generally, requests for reasonable accommodation are made to human resources, the UHR Leave and Accommodation Coordinator, or the employee's

39 manager. Current employees and applicants for employment are also responsible for providing
40 documentation of the disability from their health care provider to UHR in order for UHR to determine
41 if it is a qualifying condition. Employees with a disability or accommodation have the same
42 performance and conduct standards as employees without a disability or accommodation.

43 When an employee changes positions within the university, reasonable accommodations from the
44 previously held position will be reassessed in the next position as the essential functions of the next
45 position may be different. Employees are responsible for contacting UHR to request accommodation
46 in their next position. [top](#)

47 **Interactive Process**

48 UHR coordinates the process of reasonable accommodations to maintain consistency across the
49 university.

50 The interactive process is initiated after an accommodation request is made and documentation of
51 the request and necessary medical documentation is submitted to UHR. Managers or human
52 resource employees who receive a request for an accommodation must contact the UHR Leave and
53 Accommodation Coordinator to begin the interactive process.

54 The process includes the requesting employee or applicant, the employee's or applicant's health
55 care provider's recommendations, the manager, appropriate departmental or university personnel,
56 and UHR working together through an individualized assessment to identify and implement
57 reasonable accommodations that are effective and do not impose undue hardship upon the
58 university. If consensus is not reached on a reasonable accommodation, the Leave and
59 Accommodation Coordinator will make a final determination on behalf of the university. When
60 necessary, and with the consent of the employee or applicant, UHR may contact the employee's or
61 applicant's health care provider to seek additional or clarifying information.

62 Appeals regarding accommodation requests or accommodation decisions may be submitted to the
63 Office of Equal Opportunity. [top](#)

64 **Providing Accommodation**

65 Accommodation requests will be coordinated through UHR to ensure the employee or applicant is a
66 qualified individual with a disability and the accommodation is determined to be reasonable through
67 the interactive process. UHR will maintain regular communication with the employee or applicant
68 throughout the interactive process, but after an accommodation is made it is the employee or
69 applicant's responsibility to bring any additional concerns or questions to the attention of UHR.

70 An accommodation may be provided as long as it remains reasonable and does not create an undue
71 hardship upon the university. In making this determination, the cost of the accommodation should
72 not be disproportionate to the benefit. Additional review and adjustment of the workplace
73 accommodations may occur.

74 An employee is not required to accept an accommodation; however, if the employee rejects a
75 reasonable accommodation necessary to perform the essential functions of their position and
76 cannot, as a result of that rejection, perform the essential functions of the position, the employee
77 may not be considered a qualified individual with a disability. [top](#)

78 **Confidentiality**

79 UHR maintains confidentiality of medical information obtained through the request for reasonable
80 accommodation process and such records shall not be released except as required by law.
81 Managers will be made aware of limitations and proposed accommodations but will not have access
82 to the documentation of disability. [top](#)

83 **Resources**

84 **Links**

- 85 • [Hiring and Employment Policy](#)
- 86 • [Reemployment – Return from Disability Policy](#)
- 87 • [UHR Workplace Accommodations; Requesting Accommodations](#)
- 88 • [UHR Leave and Accommodation Coordinator, Employee & Labor Relations \(Rachel](#)
- 89 [Large\)](#)
- 90 • [Appointment Authority Policy](#)
- 91 • [P&S Recruitment and Selection Policy](#)
- 92 • [OEO Disability Accommodation Information](#)
- 93 • [Office of Equal Opportunity \(OEO\)](#)
- 94 • [Student Accessibility Services](#)