



**Policy Chapter:** Chapter 5 Human Resources

**Policy Number and Title:** 05.011 Employment of Individuals with Disabilities/Workplace Accommodations

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**I. Policy Statement**

The University of North Texas is committed to providing an inclusive workplace for employees. In keeping with this commitment, the university makes reasonable changes in the workplace or in the way things are customarily done to provide individuals with disabilities equal employment opportunities.

**II. Application of Policy**

All employees and applicants for employment.

**III. Policy Definitions**

**A. ADA Coordinator**

“ADA Coordinator,” in this policy, means the person designated to coordinate the university’s efforts to comply with state and federal disability obligations and facilitate resolution of any complaints of noncompliance with this policy.

**B. Disability**

“Disability,” in this policy, means a physical or mental impairment that substantially limits at least one major life activity, a history or record of such an impairment, or the individual is regarded as having such an impairment.

**C. Employee**

“Employee,” in this policy, means an individual who is an applicant for or who is hired in a full-time, part-time, or temporary capacity with the University of North Texas in a faculty or staff position or in a position where the individual is required to be a student as a condition of employment.

**D. Essential Functions**

“Essential Functions,” in this policy, means the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Functions may be considered essential because: (1) the reason the position exists is to provide that function; (2) there are a limited number of employees to whom the functions can be distributed, or (3) the function is highly specialized.

**E. Interactive Process**

“Interactive Process,” in this policy, means the process to review an employee’s request for a disability accommodation and includes: (1) reviewing documentation provided by the employee and medical practitioner; (2) identifying any limitation that may affect the employee’s ability to perform the essential function; (3) determining if the requested

accommodation is reasonable; and/or (4) identifying alternative reasonable accommodations that would allow the employee to perform the essential functions of their position.

**F. *Qualified Individual***

“Qualified Individual,” in this policy, means a person who, with or without reasonable accommodation, can perform the essential function.

**G. *Reasonable Accommodation***

“Reasonable Accommodation,” in this policy, means any change or adjustment to a job or work environment that permits a qualified individual with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

**H. *Undue Hardship***

“Undue Hardship,” in this policy, means significant difficulty or expense in providing a specific accommodation, given the nature and cost of the proposed accommodation, resources available, and the impact of the accommodation on the operation of the University. Undue hardship refers not only to financial difficulty, but to reasonable accommodations that are unduly extensive, substantial, or disruptive.

**IV. Policy Responsibilities**

The university will make reasonable workplace accommodation for any applicant or employee with a disability that does not constitute an undue hardship. An applicant for employment or an employee who desires a reasonable accommodation for a disability must make a request to Human Resources in accordance with this policy.

**A. *Requesting Reasonable Accommodations***

1. Applicants for employment needing an accommodation during the application process should contact Human Resources to request an accommodation.
2. An employee may request a reasonable accommodation from their immediate supervisor or from Human Resources. Supervisors receiving requests for reasonable accommodation must immediately notify Human Resources prior to engaging in the interactive process. Human Resources will work with the employee and the employee’s supervisor to facilitate the interactive process.
3. A medical certification may be required by Human Resources when the disability and/or need for a reasonable accommodation is not known or obvious. A medical certification should include an evaluation explaining the impact that the employee’s disability will have on their ability to perform the essential functions of the position. If the employee or medical provider submits an incomplete or unclear medical certification, Human Resources, with permission from the employee, may contact the

medical provider to ask the questions or request that the employee submit the questions to the medical provider for completion.

The university may require an individual to go to a medical provider selected by the university, at its expense, when the individual's medical provider provides insufficient information to substantiate the existence of a disability or the need for a reasonable accommodation, including lack of expertise, lack of specificity regarding functional limitations related to the claimed disability, or a reasonable belief that the information provided is not credible or is fraudulent.

***B. Reasonable Accommodation Request Review and Implementation***

An employee's request for a reasonable accommodation will be considered through an interactive process between the employee, their supervisor, and Human Resources. All requests for an accommodation will be assessed to determine whether a particular reasonable accommodation would cause undue hardship. Human Resources must provide written confirmation to the employee that includes the reasonable accommodation and the duration and expiration of the reasonable accommodation.

***C. Department and Supervisor Responsibility***

The employee's department and supervisor are responsible for taking the necessary steps to put the reasonable accommodation in place, including informing the appropriate university department when funding is necessary to provide the accommodation.

***D. Denial of a Reasonable Accommodation Request***

The ADA Coordinator must be consulted prior to the denial of a reasonable accommodation. All denials must be provided to the employee, in writing, and must provide the reason(s) for the denial.

***E. Appeal***

An employee who is denied an accommodation may request a review by the Chief Human Resources Officer. An employee who believes they have been excluded from an employment opportunity, benefit, or program because of disability may file a complaint with the Office of Equal Opportunity in accordance with [UNT Policy 16.004](#).

***F. Confidentiality***

All medical, and other information gathered pursuant to a request for a reasonable accommodation to the extent allowed by law, is confidential. These records must be kept separate from personnel files and will be accessible only to authorized personnel.

***G. Recordkeeping***

All records related to the reasonable accommodation request will be maintained by Human Resources in accordance with applicable laws, university policies, and the [UNT System Consolidated CORE Records Retention Schedule](#).

**V. Forms and Tools**

[Discrimination/Harassment Complaint form](#)

[Medical Certification form](#)

[Request for Disability Accommodation in Employment form](#)

**VI. References and Cross-References**

[The Rehabilitation Act of 1973 §503](#)

[The Rehabilitation Act of 1973 §504](#)

[The Americans with Disabilities Act of 1990, As Amended](#)

[29 C.F.R. Part 1630](#)

[UNT System Consolidated CORE Records Retention Schedule](#)

[UNT Policy 16.004, Prohibition of Discrimination, Harassment, and Retaliation](#)

**VII. Revision History**

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