



Work Place Accommodation Fund

It is the policy of The Ohio State University that discrimination against qualified individuals with disabilities is prohibited. Pursuant to Titles I and II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the University provides equal employment opportunities and reasonable accommodation for qualified individuals with disabilities.

In the context of employment, reasonable accommodations are the provision of auxiliary aids or modifications to job duties, the work environment, policies or procedures that enables a qualified individual with a disability to perform the essential job functions. The determination of what accommodation is reasonable is contextual and involves a process in which the department and the employee identify the impacts of the disability on job performance and workflow; explore potential accommodations to mitigate those limitations and maintain essential job functions and standards. Human Resources and The ADA Coordinator's Office are available to assist in determining disability, evaluating its impacts, identifying reasonable accommodations, and resolving disputes related to the accommodation process.

The accommodation process is expected to be interactive with participation from the employee, the supervisor, and the unit's Human Resources contact. Accommodating employees is considered a shared responsibility between hiring units and central administration.

When there is an accommodation request, The ADA Coordinator's Office is available to assist in evaluating the presence and impact of a disability, determining appropriate accommodations, and, providing funding for accommodations.

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The ADA Coordinator's Office can be contacted at:

(V) (614) 292-6207; (TTY) (614) 688-8605; (Fax) (614) 688-3665; ADA-OSU@osu.edu; [Http://ada.osu.edu](http://ada.osu.edu)

Employing department's responsibilities:

- Employing units are expected to fund expenses normally provided for all employees, independent of disability status (such as furniture, phones, computers, technology upgrades, professional development opportunities, and other tools of the position.)
- Employing departments are expected to cover accommodation the first \$500.00 in annual accommodation expenses.
- Employing departments can request assistance from the Workplace Accommodation Fund for qualifying accommodation expenses above \$500.00
- Employing departments are expected to participate in the process of ordering and installing needed equipment or services once they are identified as reasonable accommodations.
- Employing departments are expected to work collaboratively with the ADA Coordinator's Office to build continuing and anticipated accommodations into their planning process.
- When submitting a request for assistance from the Accommodation Fund, the employing unit's Human Resources' contact (or departmental designee) will provide the following information to the ADA Coordinator's Office:
 - Name of employee, the accommodation requested, and any documentation already collected in support of the request.
 - A copy of the employee's current job description.
 - Available information on any previous accommodations provided.