Office of Human Resources

As an Applicant or Employee, What Are My ADA Responsibilities?

- Engage in a good faith effort with the ADA Coordinator, manager or supervisor to identify reasonable accommodations.
- Submit an accommodation request form to the ADA Coordinator.
- Follow procedures in appropriate disability accommodation policies.
- Provide medical verification and accommodation recommendations from a treating specialist to your ADA Coordinator when needed.

Only ADA Coordinators are authorized to request, receive and maintain confidential medical information and records on behalf of employing units in their divisions.

ADA confidentiality requirements apply to medical information and records for disability, Workers’ Compensation and all medical leave.

- Meet essential performance, behavior and attendance standards after reasonable accommodations are provided.
- Review accommodations periodically to ensure that they are effective.

As an Employee, What are my ADA Rights?

Applicants and employees can expect managers and supervisors to...

- Base all employment decisions on the applicant or employee's ability to perform the essential functions of a position, with or without accommodations.
- Engage in a good faith effort with the applicant or employee to identify reasonable accommodations.
- Consult with the ADA Coordinator to make decisions and respond to accommodation requests in a timely manner.

When Should I Contact the ADA Coordinator?

- If you are unsure whether your medical condition (physical or mental) is covered under the ADA.
- If you have questions about your rights and responsibilities under the ADA.
- If you need assistance with the accommodation process.
- If you have concerns about discrimination, harassment or retaliation based on disability or the need for accommodations.

Employees may contact Michelle Drost, michelle.drost@uwrf.edu in the Office for Human Resources (715.425.3073) at any time.