Office of Human Resources

As a Manager or Supervisor, What Are My ADA Responsibilities?

- Base all employment decisions (application process, hiring, training, assignments, evaluation, promotion, discipline and termination) on an applicant or employee's qualifications and performance rather than a disability or need to accommodate.
- Consult with the ADA Coordinator before making disability related decisions.
- Follow procedures in appropriate disability accommodation policies. Provide appropriate disability information (accommodation policy, procedures and request form) to applicants/employees who need accommodations.
- Maintain confidentiality regarding the disability and accommodations (no discussion with co-workers or colleagues, no medical records in personnel files).
- Refer applicants/employees to the ADA Coordinator for information and/or assistance with disability accommodation procedures.
- Review accommodations periodically to ensure that they are effective.

*The ADA prohibits* asking an applicant or employee whether he or she has a disability.

*The ADA prohibits* harassment and retaliation based on disability or the need for accommodation.

*UWRF prohibits* modifying or denying an employee accommodation request without an ADA Coordinator review.

*UWRF requires* that all employee accommodations be documented.

As a Manager or Supervisor, What Are My ADA Rights?

Managers and Supervisors can expect employees to...

- Inform them that a disability exists when an accommodation is needed.
- Follow procedures in appropriate disability accommodation policies.
- Meet essential performance, behavior and attendance standards once accommodations are in place.
- Provide medical verification of disability to the ADA Coordinator when needed.

When Should I Contact the ADA Coordinator?

- As soon as you become aware of a disability-related employment matter or an employee requests an accommodation.
- If you are unsure whether a disability may be present (do not ask the applicant or employee).
- When medical documentation or information is needed for ADA, Workers' Compensation or medical leave purposes.
- Before making a decision to approve, modify or deny an accommodation request, as required by campus disability accommodation policies.
- Before imposing disciplinary action, up to and including termination, when there is a disability or a perceived disability.

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