

What to expect

FACULTY/STAFF

When an **employee** discloses a disability, a sincerely held religious belief or a pregnancy- or lactation-related request for an accommodation.

1. The Accommodation Specialist engages employee

Employee may make a request or disclosure to a supervisor, HR or OEO

2. Employee asks for an accommodation*

Discuss process and accommodation requested (Disability-, Religion- or Pregnancy-related)

3. Accommodation Specialist engages supervisor**

Inquiry into employee's job description and essential job functions with HRBP, supervisor and employee

4. Accommodation Analysis
Is the employee able to perform the essential functions of the job with or without an accommodation?

NO

YES

5. Is the accommodation reasonable?***

Accommodation Specialist conducts analysis of all information received and may require additional information

NO

YES

Discuss with employee the implications of being unable to perform essential functions. Consider re-assignment with an accommodation or end the process and refer to HR if necessary.

Discuss alternatives in an interactive dialogue - including partial approval or alternate effective accommodation(s) if there is undue hardship and administrative burden.

Accommodation is approved and monitored by all parties for success.

Note: Tufts University is required by law to engage relevant parties in the interactive process during the course of an accommodation assessment.

Definitions

Accommodation Requests can be made for religious, disability and / or pregnancy and lactation reasons.

Religion-related requests: A reasonable religious accommodation may include but is not limited to time for prayer during a work day, the ability to attend religious events or observe a religious holiday, or any necessary modification to University policy, procedure or other requirement for an employee's (or prospective employee's) religious beliefs, observance or practice provided that such an accommodation is reasonable and does not cause undue hardship.

Lactation-related requests: Tufts University is committed to supporting and meeting the needs of nursing parents returning to works, school, or visiting the campus. Any nursing parent who is a member of the Tufts community (faculty, staff, student, patient, visitor, third party or community member) can use Tufts lactation rooms. Faculty and staff are entitled to reasonable breaks to express breast milk as well as the sufficient time to get to the lactation room.

Disability-related requests: Employees, patients, visitors, applicants, third parties or community members with disabilities may request disability-related accommodations if they have a physical or mental impairment . Types of requests may include: a different desk or chair, flexibility or more frequent breaks.

The Americans with Disabilities Act (ADA) is a law which protects individuals with disabilities against discrimination in all areas of public life. According to the ADA, a person who has a disability is "... [A] person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment."

Clarifications (from flow-chart)

***Accommodations related to a leave** will be referred to the HR Leave Administrator. To be considered: What is the medical condition for which the employee seeks an accommodation? Is the employee's medical condition a disability? How will the accommodation requested allow the employee to perform their duties? *Medical documentation is usually requested at this time and must come from treating medical provider.*

**** Engagement with supervisor** will take the form of an interactive dialogue as to whether accommodation requested is feasible/reasonable and/or if there is an undue hardship and administrative burden.

*****Additional information** may be requested from a relevant employee, supervisor and/or medical provider based on the interactive process, with permission from the requestor.

Contact **Johny Lainé**,
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