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## **Accessibility and Compliance with Disability Accommodation Laws**

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### **Scope**

All faculty, staff, students, job applicants, visitors, and volunteers at the University of Nebraska at Omaha (“UNO” or “University”).

### **Policy Statement**

The University is committed to complying with all federal and state laws addressing accessibility and accommodations for disabled individuals within an academic or workplace setting, including the Americans with Disabilities Act of 1990 (ADA), as amended, Sections 504 and 508 of the Rehabilitation Act of 1973, and the Nebraska Fair Employment Practice Act. In accordance with those laws, the University provides reasonable accommodations to qualified individuals with disabilities so that they may have equal access to and equal opportunity to fully participate in the University’s various services, programs, and activities. Accommodations are deemed reasonable only if they are not unduly burdensome or create an undue hardship to the University and do not fundamentally alter the nature of the underlying service, program, or activity.

The Americans with Disabilities Act (ADA) and UNO’s policy prohibit discrimination against qualified individuals with disabilities in employment and educational programs. University websites must be accessible so that students, prospective students, employees, guests, and visitors with disabilities have equitable access to the information and functionality provided to individuals without disabilities.

### **Reason for Policy**

Accessibility is an integral component of its academic mission, and UNO places a high priority on seeking to ensure that all disabled members of its community (including students, employees, applicants, and visitors) have equal access to its facilities, information and communication technologies, programs, services, sponsored activities, and educational and employment opportunities.

## Procedures

The standard procedures for accommodation requests allows for an interactive process whereby the following occur:

1. A request for accommodation is made;
2. The appropriate documentation is provided to support the disability and the requested accommodation; and
3. A reasonable accommodation is made, if appropriate.

## Employees Requesting Accommodation

An employee may request reasonable accommodations for a qualifying disability by engaging in an interactive process. The employee initiates this process by contacting the University Official in Human Resources responsible for providing accommodations ("University Official" see 'Additional Contacts' section of this policy) preferably using the ADA Request Form.

The University Official will engage in the Interactive Process with the employee, which may include reviewing current job descriptions to determine essential function job duties, gathering necessary medical documentation, and/or contacting the employee for further questions.

If the University Official determines that a reasonable accommodation is appropriate an accommodation plan will be developed and sent to the employee and the supervisor. The supervisor is responsible for implementing the accommodation plan and the supervising unit/department is responsible for funding any necessary expenses associated with the accommodation plan.

Please note that accommodations are not retroactive, so any accommodation plan established will support the employee moving forward.

## Students Requesting Accommodations

Students should contact UNO's [Accessibility Services Center](#) (ASC) to begin the interactive process of requesting accommodations for a qualifying disability.

To begin the process of establishing an accommodation plan, documentation of a disability is required. Documentation may be in the form of:

- A letter from a medical doctor or health provider;
- Individual Education Plan (IEP) with Multidisciplinary Team Report (MDT);
- 504 Plan; or,
- A current treating provider can complete the [Provider Evaluation Form](#)

ASC will engage in the interactive process with the student to determine if the student qualifies for accommodations. If ASC determines that a reasonable accommodation is appropriate, an accommodation plan will be developed and available to the student for the student's distribution to relevant faculty, staff, and/or residence life.

Please note that accommodations are not retroactive, so any accommodation plan established will support the student moving forward.

## Job Applicants Requesting Accommodation:

UNO is an Affirmative Action (AA), Equal Employment Opportunity (EEO), and ADA institution. Any applicant for a University position who requires an accommodation in any part of the employment application and selection process should contact UNO's Employee Relations Specialist.

## Student Applicants Requesting Accommodations:

UNO is committed to ensuring equal access to prospective students at UNO. Student applicants should contact Accessibility Services Center or the Registrar regarding reasonable accommodations in the application process.

## Visitor Accessibility:

UNO is committed to maintaining an inclusive and accessible environment across all of its campuses and has developed information for the public and visitors.

Visitors can contact and learn more about campus accessibility through the following links:

- [Campus Access](#)
- [Accessibility Statement and Assistance](#)
- Contact UNO's ADA/504 Coordinator for more information at 402.554.2120 or [sweil@unomaha.edu](mailto:sweil@unomaha.edu)

## Additional Contacts

Employee Accommodations	Kristina Hoffmann Employee Relations Specialist and "University Official"	Phone: 402.554.2463 Email: <a href="mailto:kristinahoffmann@unomaha.edu">kristinahoffmann@unomaha.edu</a>
Job Applicant Accommodations	Kristina Hoffmann Employee Relations Specialist	Phone: 402.554.2463 Email: <a href="mailto:kristinahoffmann@unomaha.edu">kristinahoffmann@unomaha.edu</a>
Student Accommodations	Accessibility Services Center	Phone: 402.554.2872 Email: <a href="mailto:unoaccessibility@unomaha.edu">unoaccessibility@unomaha.edu</a>
Student Applicant Accommodations	Accessibility Services Center	Phone: 402.554.2872 Email: <a href="mailto:unoaccessibility@unomaha.edu">unoaccessibility@unomaha.edu</a>
Visitor Accommodations	Sarah Weil ADA/504 Coordinator	Phone: 402.554.2120 Email: <a href="mailto:sweil@unomaha.edu">sweil@unomaha.edu</a>
Grievances	Sarah Weil ADA/504 Coordinator	Phone: 402.554.2120 Email: <a href="mailto:sweil@unomaha.edu">sweil@unomaha.edu</a>

## Forms

### **For Faculty and Staff:**

[ADA Request Form](#)

### **For Students:**

[Accessibility Services Center](#)

[Documentation Guidelines](#)

[Medical Provider Evaluation Form](#)

[Accommodations Procedures](#)

[Accommodated Testing Procedures](#)

[Assistive Note Taking Device Agreement](#)

### **Related Information**

[UNO's Notice of Nondiscrimination, Anti-Harassment, and Non-Retaliation](#)

[UNO's Procedures for Discrimination Reports](#)

[UNO Student Code of Conduct](#)

[University of Nebraska Board of Regents Policy 3.1.2 – Policy for Americans with Disabilities](#)

### **History**

New draft policy.

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