

1 **Article XX. Reasonable Accommodation of Employees with Disabilities**

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4 **X.1 Disability Accommodation**

5 The University's disability accommodation interactive process is designed to explore reasonable  
6 accommodations for employees with medical conditions or disabilities. The Employer and  
7 Union will comply with all relevant federal and state laws, regulations, executive orders and the  
8 provisions of University of Washington Administrative Policy Statement 46.5 on Reasonable  
9 Accommodation of Employees With Disabilities. The University and the Union are committed to  
10 providing reasonable accommodation to employees with disabilities.

11 X.2 The University's Disability Services Office provides services to staff with disabilities,  
12 including accommodation advice and resources. Accommodations are provided on an individual  
13 basis and created in collaboration with the requesting employee, the appropriate University  
14 personnel, and the Disability Services Office.

15 An employee who believes that a medical condition is affecting their ability to perform their job  
16 may begin the accommodation request process. An employee may contact the Disability  
17 Services Office (DSO), their HR Consultant, or their supervisor to begin the accommodation  
18 request process. An employee is not required to begin the request process by contacting their  
19 supervisor, and may contact their HR Consultant or the DSO instead of their supervisor. An  
20 employee is not required to disclose their medical reason for an accommodation with their  
21 immediate supervisor.

22 X.3 Employees requesting accommodation must cooperate with the University in discussing the  
23 need for and possible form of any accommodation. The Employer may require supporting  
24 medical documentation and may require the employee to obtain a second medical opinion at the  
25 Employer's expense. Medical information disclosed to the Employer will be kept confidential and  
26 stored separately from the employee's Official Personnel File (OPF). The University will  
27 respond to completed accommodation requests as soon as possible. The employee may elect  
28 to be accompanied by a Union representative.

29 **X.4 Disability Leave**

30 Disability leave may be a combination of the employee's accrued sick time off, vacation time off,  
31 personal holiday, compensatory time, and/or unpaid time off, the combination of which may be  
32 determined by the employee. If disability leave is taken as an unpaid absence, the employee  
33 may apply eight (8) hours of accrued paid time off per month during at least the first four (4)  
34 months of disability leave to provide for continuation of employer paid health benefits. The  
35 interspersed paid time off will be applied to the first working day of the month.

36 XX.5 The Employer will determine whether an employee is eligible for a reasonable  
37 accommodation and the final form of any accommodation to be provided.

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The University and the Union are committed to providing reasonable accommodation to employees with disabilities. The Employer and Union will comply with all relevant federal and state laws, regulations, policies, and executive orders.¶

Section 2.¶

Any medical information disclosed to the Employer will be kept confidential and stored separately from the employee's Official Personnel File (OPF) .¶

¶

Section 3.¶

Employees who would benefit from accommodations to perform essential functions of their position may request accommodations through the UW Disability Services Office (DSO), by contacting HR, or by speaking with a supervisor. This begins an interactive process.¶

When an employee requests reasonable accommodation for a disability or the University has reason to believe that a reasonable accommodation is needed, the parties will engage in an interactive process, which is an ongoing dialogue between the employee, the employee's health care provider, and appropriate University representatives (e.g., supervisor, departmental administrator, Principal Investigator, department or unit head, and/or DSO staff) about possible options for reasonably accommodating the employee. Options for reasonable accommodation may include, but are not limited to: assistive devices; modification of existing facilities; restructuring the job to eliminate non-essential job functions; and leaves of absence. At the request of the employee, a list of example accommodations will be provided. Both the University and the employee are expected to ... [1]

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1 Alternative Job Search: If an employee has exhausted all time off and leave options, the  
2 University has determined that it is not possible to accommodate the employee in their current  
3 position, and the employee has been released to work, the University will attempt to place the  
4 employee in an open position under the following conditions and in accordance with DSO  
5 procedures:

- 6 A. The position has a comparable or lower salary range or grade as the current  
7 position.
- 8 B. The employee meets the position's minimum qualification and special skill  
9 requirements.
- 10 C. The employee is able to perform the position's essential functions, with or without  
11 accommodation.
- 12 D. The University does not create new positions, displace other employees, offer a  
13 promotion as a form of accommodation, or alter the FTE of the position. The  
14 position will normally be of the same type (e.g., regular, hourly, or student).

15 X.6. An employee who is unable to perform the essential functions of their position due to  
16 disability may be separated from service after the Employer has made good faith efforts to  
17 reasonably accommodate the employee's disability in accordance with applicable state and  
18 federal law. The employee will be provided written notice of the disability separation. Disability  
19 separation is not a corrective action.

20 X.7 Pregnancy Accommodation

21 The Employer and the Union will comply with all relevant federal and state laws, regulations,  
22 and executive orders and with the provisions of Washington Administrative Policy Statement  
23 46.7 Reasonable Accommodation of Pregnant Employees. The University and the Union are  
24 committed to providing reasonable accommodation to pregnant employees.

25 A. The following pregnancy-related accommodations shall not require health care provider  
26 certification and are not subject to an employer's claim of undue hardship.

- 27 1. Providing more frequent, longer, or flexible restroom breaks;
- 28 2. Modifying a no food or drink policy;
- 29 3. Providing seating or allowing the employee to sit more frequently if their job  
30 requires them to stand; and
- 31 4. Restricting lifting to 17lbs. or less.

32 B. An employee's pregnancy or pregnancy-related health condition may also be accommodated  
33 as follows:

- 34 1. Job restructuring, part-time or modified work schedules, reassignment to vacant  
35 position, or acquiring or modifying equipment, devices, or an employee's work  
36 station;
- 37 2. Providing for a temporary transfer to a less strenuous or less hazardous position;
- 38 3. Providing assistance with manual labor and limits on lifting;
- 39 4. Scheduling flexibility for prenatal visits; and
- 40 5. Any further pregnancy accommodation an employee may request

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Disability leave may be a combination of the employee's accrued sick time off, vacation time off, personal holiday, compensatory time, and/or unpaid time off, the combination of which may be determined by the employee. If disability leave is taken as an unpaid absence, the employee may apply eight (8) hours of accrued paid time off per month during at least the first four (4) months of disability leave to provide for continuation of employer paid health benefits. The interspersed paid time off will be applied to the first working day of the month.

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1 With respect to these accommodations, the University may request an employee provide written  
2 certification from their treating health care provider regarding the need for reasonable  
3 accommodation and may deny any employee's request for reasons of significant difficulty or  
4 expense.

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