



## ADA Employee Accommodation Guide

### Accommodations for Employees

When an employee of Wabash College has a qualified disability, as defined by the Americans with Disabilities Act (ADA), that limits their ability to perform the essential functions of their position, Wabash College is committed to providing reasonable accommodations when necessary and appropriate.

Wabash College recognizes the value of an inclusive and accessible workplace and supports faculty and staff with disabilities through individualized, interactive accommodation processes. Accommodations are determined on a case-by-case basis, taking into account the essential functions of the position and the needs of the employee.

While not exhaustive, reasonable accommodations may include:

- Job restructuring
- Modified work schedules
- Obtaining or modifying equipment or devices
- Modifying workplace policies or procedures
- Providing accessible training materials
- Providing qualified readers or interpreters
- Making facilities readily accessible to and usable by individuals with disabilities

Employees or applicants who need an accommodation should contact the **Office of Human Resources** to initiate a confidential accommodation request. Human Resources will work with the employee and relevant departments to determine and implement reasonable accommodations in a timely and respectful manner.



Employees requesting accommodations related to pregnancy, childbirth, lactation, or related medical conditions are also encouraged to contact Human Resources. Wabash College is committed to supporting employees during these circumstances in compliance with applicable federal and state laws.

### **Campus Resources and Support**

The Office of Human Resources serves as the primary campus resource for coordinating reasonable accommodations for employees with disabilities and for providing guidance to supervisors and departments. Human Resources can assist with questions regarding the accommodation process, documentation, and implementation to ensure compliance and consistency across the College.

In some cases, Human Resources may request limited medical documentation to better understand the employee's functional limitations and to evaluate appropriate accommodations. When documentation is needed, employees may be asked to have their health care provider complete the College's **ADA Medical Provider Verification Form**.

The form focuses on **work-related limitations and accommodation needs** and does not require disclosure of a diagnosis unless job-related and consistent with business necessity. All medical information is kept confidential and maintained separately from personnel records.