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## Reasonable Accommodations and the Central Accommodation Fund

The Americans with Disabilities Act requires employers to provide reasonable accommodations to qualified individuals with disabilities through an interactive process. A reasonable accommodation is assistance or changes to a position or work environment that enables an employee to perform the essential duties of their position.

**Accommodations Process.** When it is thought that an employee requires or could benefit from a reasonable accommodation:

- Employees should be referred or self-refer to the University's Accommodation Specialist in the Office of Equal Opportunity, Inclusion, and Resolution Services (EOIRS): Contact the Accommodation Specialist at 443-4018 or [equalopp@syr.edu](mailto:equalopp@syr.edu)
- Medical information should be sent directly to the Accommodation Specialist from the employee. In order to protect employee privacy, the responsibility of providing medical information is solely that of the employee requesting the accommodation(s) and is not to be designated to any other department contact.
- The Accommodation Specialist facilitates the interactive process with the employee and employer and works with the employee's healthcare providers, maintaining the confidentiality of personal health information. The interactive process refers to the collaborative effort involving an employer and employee to determine what is a reasonable accommodation.
- Once reasonable accommodation(s) is/are identified and approved, expenses are the responsibility of the employee's department/center/unit.

- Approved accommodation records are maintained on file at the EOIRS office. If an accommodation is long-term, follow-up conversations are required to ensure accommodations in place continue to be needed and/or are sufficient.

**Centralized Accommodation Fund:** The centralized fund for faculty/staff accommodations promotes inclusion and can relieve individual schools/colleges and business units from the costs related to providing accommodations. The centralized fund supports a unit's accommodation related expenses that exceed \$5,000 in a fiscal year. The first \$5,000 of accumulated reasonable accommodation costs are borne at the unit (i.e., School/College or Business Unit level).

### **How to Qualify for Central Accommodation Funding**

- Refer workplace accommodation requests to the Accommodation Specialist in the Office of Equal Opportunity, Inclusion, and Resolution Services (EOIRS). Contact the Accommodation Specialist at 443-4018 or [equalopp@sy.edu](mailto:equalopp@sy.edu)
- The Accommodation Specialist will facilitate the interactive process to determine whether a reasonable accommodation is required for the faculty or staff member.
- The office or department in which the faculty/staff works is initially responsible for the costs of the reasonable accommodations.
- If a reasonable accommodation is approved by the School/College or Business Unit and EOIRS Accommodation Specialist, central funding will be designated for cumulative accommodation expenses exceeding the annual budget threshold of \$5,000.

### **Recommendations and Responsibilities**

- Every School/College and Business Unit is responsible for budgeting \$5,000 for reasonable accommodations each fiscal year.
- Each School/College and Business Unit is responsible for keeping track of reasonable accommodation expenses that are approved by the Accommodation Specialist.

- Once the School/College or Business Unit exceeds its \$5,000 responsibility, additional approved reasonable accommodation costs will be reimbursed to the expending department from the centralized accommodation fund.
- A budget representative in the School/College or Business Unit is responsible for facilitating the expense reimbursement with the central Office of Budget and Planning. Refer to the Appendix for your School/College or Business Unit.
- Contact: Andrea Nedoshytko in the Office of Budget and Planning via [ainedosh@syr.edu](mailto:ainedosh@syr.edu) or 443-3899.

## Questions

If you have questions about using the Central Accommodation Fund, you may contact the ADA Coordinator at 443-4018 or [ada@syr.edu](mailto:ada@syr.edu).

## Appendix: Business Unit Structure

### Business Unit

1. School of Architecture
2. College of Arts & Sciences
3. School of Education
4. College of Engineering and Computer Science
5. Falk College of Sport and Human Dynamics
6. School of Information Studies / iSchool
7. College of Law
8. Whitman School of Management
9. Maxwell School of Citizenship and Public Affairs
10. Newhouse School of Public Communications
11. College of Visual and Performing Arts
12. Project Advance
13. Syracuse University Press
14. Athletics
15. Carrier Dome
16. Steam Station
17. Bookstore
18. Minnowbrook Conference Center
19. Food Services

20. Residence Services
21. Parking Services
22. Marketing and Communications
23. Health Services
24. Academic Support Units
25. Library
26. Enrollment & the Student Experience
27. Institute for Veterans and Military Families
28. Business, Finance & Administrative Services
29. Advancement & External Affairs
30. Chancellor
31. Senior Vice President of Capital Development
32. Student Affairs
33. Syracuse Abroad
34. Physical Plant
35. Campus Facilities Administration & Services
36. Campus Safety and Emergency Services
37. Environmental Health and Safety