

UNIVERSITY POLICY



Americans with Disabilities Act (ADA) Reasonable Accommodations Policy

Responsible Office: Human Resources
Effective Date: March 24, 2025

Policy Statement

Butler University strives to provide equal employment opportunities for qualified individuals with disabilities. This policy outlines the University's commitment to complying with the Americans with Disabilities Act (ADA), as amended, and other applicable federal and state laws.

Scope

This policy applies to all qualified University applicants, employees, and other individuals covered under the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA). This policy does not cover students seeking academic accommodations; students should refer to the Student Disability Services (SDS) [website](#) for information on requesting academic accommodations.

Definitions

Disability means a person who (1) has a physical or mental impairment that substantially limits one or more major life activities such as, but not limited to, hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, major bodily function; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.

Reasonable Accommodation means a change or adjustment to a job or work environment that permits a person with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include, but is not limited to:

- acquiring or modifying equipment or devices,
- job restructuring,
- modified work schedules,
- removing readily achievable barriers

Policy

Butler University will provide reasonable accommodations for qualified individuals with disabilities, as law requires. Discrimination or retaliation against an individual on the basis of a disability or for exercising their rights under this policy is prohibited. Individuals who believe they have been discriminated against on the basis of a disability, including retaliation, are encouraged to report the conduct pursuant to the University's Equal Employment Opportunity/Non-Discrimination Policy.

It is important to note that employees must perform the essential functions of their jobs and meet all job-related requirements, with or without reasonable accommodations. What is reasonable by way of accommodation typically is a fact-specific inquiry informed by job requirements and may not necessarily be the employee's preferred accommodation.

Requests for reasonable accommodations and disability-related medical information provided to the University will be treated as confidential. Disability-related medical information will be maintained in a file separate from the employee's personnel file.

Procedures

Employee Accommodations Requests

If an employee has a disability impacting their ability to perform their job, it is generally the employee's responsibility to inform their supervisor or human resources by initiating an accommodation request. Supervisors who receive an accommodations request from an employee should direct the employee to contact the ADA Accommodations Case Manager via the confidential email at fmla@butler.edu and contact their Human Resources Business Partner. An employee may make a request for an accommodation directly to human resources by submitting the request to fmla@butler.edu.

Job Applicants Accommodations Requests

Job applicants and other qualified individuals with disabilities covered under federal and state laws who are seeking accommodations should direct their inquiries to fmla@butler.edu.

Accommodations Process

Once an employee or other qualified individual has submitted an accommodations request, the ADA Accommodations Case Manager will engage the individual to participate in an interactive process to work through the accommodations request. See the [ADA Interactive Process Flowchart](#) for more information on what to expect during the Interactive Process.

Substantiating Documentation

The individual seeking the accommodation is encouraged to make the request, in writing, using the [Butler Employee Accommodation Request Form](#). The University generally requires the individual to submit medical documentation that (1) describes the nature, severity, and duration of the individual's impairment, the activity or activities that the impairment limits, and the extent to which the impairment limits the individual's ability to perform the activity or activities; and (2) substantiates why the requested accommodation is needed. The University does not request an individual's complete medical records because they are likely to contain information unrelated to the disability at issue and the need for an accommodation. Other forms of documentation may be accepted but should include the information sought in the form linked above.

Documentation is insufficient if it does not specify the existence of an ADA disability and explain the need for accommodation. Documentation also might be insufficient where, for example: (1) the health care professional does not have the expertise to give an opinion about the individual's medical condition and the limitations imposed by it; (2) the information does not specify the functional limitations due to the disability; or, (3) other factors indicate that the information provided is not credible or is fraudulent. If an individual provides insufficient documentation, the University does not have to provide reasonable accommodation until sufficient documentation is provided.

Once the ADA Accommodations Case Manager has received all required documents, they will contact the employee directly to continue working on the accommodations request.

Interactive Process, Generally

[What to Expect](#) – The interactive workplace accommodations process requires an individualized assessment of each request. This chart provides a framework of the steps taken in most cases, but individual cases may vary. If you have any questions, need an accommodation, or work with or supervise someone that you believe might require an accommodation, please contact the Benefits

& Wellness team directly at 317-940-9355 or fmla@butler.edu.

Complaints and Grievances

Any individual may file a grievance if they believe they have been denied a reasonable accommodation to which they are entitled on the basis of disability under applicable federal or state law or university policy, or if they believe the university has otherwise failed to comply with the ADA or other applicable laws related to disability or accessibility. Grievances will be addressed pursuant to the ADA appeals procedure.

Policy Collaborators: None

Contact Information: hrbenefits@butler.edu

History/Revisions: June 2023, November 2013