

# REQUEST FOR ACCOMMODATIONS UNDER THE ADA AND THE ADA AMENDMENTS ACT OF 2008

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Additional information can be found in the Institutional Handbook of Operating Policies (HOP), Chapter 4, Section 4.2, Policy 4.2.3 (<https://powerdms.com/link/UTHSA/document/?id=1590332>).

It is the policy of The University of Texas Health Science Center San Antonio to comply with the provisions of the Americans with Disabilities Act (ADA) and the ADAAA (<https://powerdms.com/link/UTHSA/document/?id=1590332>). The ADA prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, educational environments, and governmental activities. Title I of the ADA mandates reasonable accommodations for qualified individuals with disabilities who are employees, employment applicants, or applicants for admission to UT Health San Antonio schools.

A qualified individual with a disability requesting accommodation must submit the appropriate request for accommodations under the Americans with Disabilities Act (ADA) as amended. Students, fellows and residents must submit a Student/Resident Request for Accommodation ([https://ww2.uthscsa.edu/eo/accommodation\\_under\\_ada.pdf](https://ww2.uthscsa.edu/eo/accommodation_under_ada.pdf)) under the American with Disabilities Act (ADA), form ADA-100, to the Executive Director, Academic, Faculty, Ombudsperson and ADA Compliance Office with a copy of the current job description (if appropriate).

The Executive Director, Academic, Faculty, Ombudsperson and ADA Compliance Office will determine if additional medical information is needed and will furnish the individual with any forms and/or questionnaires necessary for the health care provider to complete. This individual will evaluate information to determine eligibility within the guidelines of ADA. The Executive Director, Academic, Faculty, Ombudsperson and ADA Compliance Office will then coordinate with the necessary institutional staff and the individual in an interactive process to identify the essential functions of the job or the program of study and determine whether there is an effective, reasonable accommodation that will enable the employee, student, fellow or resident to perform those essential functions. The Executive Director, Academic, Faculty, Ombudsperson and ADA Compliance Office will follow-up on the individual's status/progress on an annual basis, or earlier as need arises.

Reasonable accommodations under the ADA are an ongoing process. At any point in time, the individual receiving the reasonable accommodation may request a reevaluation from the Executive Director. At that point, the interactive process will be initiated and followed in accordance with ADA guidelines.

The Executive Director, Academic, Faculty, Ombudsperson and ADA Compliance Office shall keep all medical-related information confidential and maintained separately from other personnel records. However, supervisors and managers may be advised of information necessary during the interactive process of determining and implementing reasonable accommodations for qualified individuals with disabilities. Additionally, first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment, or if any specific procedures are needed in the case of fire or other evacuation. Government officials investigating compliance with the ADA may also be provided relevant information as requested.