

# Berkeley

University of California, Berkeley

## **Staff Disability Reasonable Accommodation Guide**

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# Berkeley

## **I. University Commitment to Supporting Individuals with Disabilities**

The University is committed to supporting all employees to achieve success in their jobs. Workplace accommodations are intended to help enable employees with disabilities to manage the impact of disability-related limitations so that they can effectively perform the essential functions of their job. Accommodations come in many different forms and each request requires an individualized assessment.

## **II. Process Guide Scope**

This document is intended to provide members of the campus community with information regarding the process for University employees to request workplace accommodations and related considerations, such as privacy of medical information, the role of the ADA Specialist, reassignment, and the medical separation process. This document does not address other aspects of the University's disability-related efforts, such as student accommodations, accommodations for qualified applicants, academic appointees, or members of the public. This document is not meant to be contractual in nature or to conflict with or supersede other contracts or collective bargaining agreements.

While this document covers many aspects of the accommodation process, it is not comprehensive. Moreover, due to the evolving landscape of employment, accessibility and disability rights laws, the applicability of certain guidance set forth herein may change over time.

## **III. Accommodation Process - Employees**

### **A. Process Overview**

The University seeks to provide a straightforward, transparent process for providing workplace accommodations in accordance with federal and state law, and UC Policy. While more detailed information is provided in the subsections below, this process typically includes six steps:

- (1) Analyze an employee's job and determine its purpose and essential functions, relying on their job description and the stated Physical, Environmental and Mental (PEM) factors.
- (2) Work with the employee to obtain from their medical provider (a) a certification that they are a person with a disability as defined under state and federal law, (b) the precise job-related limitations imposed by their disability and whether these limitations are temporary or permanent, and (c) any suggested accommodations. This information can come from various licensed medical professionals including medical doctors, nurses, physician assistants, advanced nurse practitioners, physical therapists, occupational therapists, and mental health professionals. A licensed medical provider may submit the [Certification from Health Care Provider](#) form or a letter with the same information, complete with letterhead, medical license and signature.

- (3) Meet with the employee to identify potential accommodations and assess the effectiveness each would have in enabling them to perform the essential functions of their job.
- (4) Meet with the employee's supervisor and other HR professionals to identify potential accommodations and assess the effectiveness each would have in enabling them to perform the essential functions of their position. Their medical diagnosis will not be requested, and if received, it will be kept confidential throughout all discussions. In some circumstances, the University could convene one or more meetings with an employee and their supervisor.
- (5) The University will select the reasonable accommodations that are most appropriate.
- (6) Document and implement the accommodation and monitor implementation, as appropriate.

## **B. Requesting an Accommodation**

An employee can initiate the accommodation process by [submitting a request via ServiceHub](#) or by informing a supervisor, a human resources professional, or the ADA Specialist that, because of medical reasons, they require a change in the work environment or in the way things are customarily done because of a disability. An individual need not have a particular accommodation in mind when making their needs known.

A request for accommodation can be made orally, in writing, or [via ServiceHub](#) at any time during the course of the individual's employment. When making the request, the employee does not need to use the word "accommodation", disclose their medical diagnosis, refer to their condition as a disability, or mention the [ADA](#) or [FEHA](#). Accommodation requests can be made by the individual needing the accommodation, their manager/supervisor, a human resources professional, and/or the ADA Specialist. However, in some cases, a family member, friend, health professional, or other representative may request reasonable accommodation on behalf of an individual with a disability.

If a request is not initially made through ServiceHub, the request will be routed to the ADA Specialist through ServiceHub.

Upon receipt of a request or referral, the ADA Specialist will typically contact the employee to discuss the request in person, over the phone or via Zoom. Once a disability has been certified by the employee's medical provider (or a determination has been made that no certification is necessary because the disability is an "obvious impairment"), the ADA Specialist will also inform the appropriate departmental contact (often the manager/supervisor and/or HR Partner) of the employee's decision to engage in the accommodation process and next steps.

### **1. Types of Accommodations (and Limitations)**

While each request is assessed on an individual basis (and not every accommodation is reasonable in every circumstance), there are a many different types of accommodations, including but not limited to:

- Ergonomic furniture or other equipment
- Modifications to the work environment (lighting, acoustics, etc.)
- Assistive software/technology

- Modifications to how work is performed, procedures, or policies
- Reassignment of marginal job functions
- Travel-related needs
- Parking and transportation
- Leave of absence
- Reassignment (in limited circumstances)

Certain requests are generally outside the scope of what is reasonable and therefore, cannot be accommodated by the University. Those include, but are not limited to:

- An indefinite leave of absence
- Excusing performance of essential job functions
- Purchase of personal care devices (wheelchairs, hearing aids, etc.)
- A new supervisor

## **C. Eligibility for Workplace Accommodations**

### **1. Disability Determination**

To be eligible for workplace accommodations an employee must have a disability. Consistent with the ADA and FEHA, “disability” is defined as a physical or mental condition that limits a major life activity and may require accommodation by the University and/or a medical condition (as defined below) that may require accommodation by the University. Medical condition means:

- Any cancer-related physical or mental health impairment from a diagnosis, record or history of cancer; or
- A “genetic characteristic,” which is defined as any scientifically or medically identifiable gene or chromosome, or combination or alteration of a gene or chromosome, or any inherited characteristic that may derive from a person or the person’s family member, that is known to be a cause of a disease or disorder in a person or the person’s offspring, or that is associated with a statistically increased risk of development of a disease or disorder, though presently not associated with any disease or disorder symptoms.

An employee who requests an accommodation may be asked to have their healthcare provider complete the University’s Certification from Health Care Provider form and submit it to the ADA Specialist. The Certification from Health Care Provider form is narrowly tailored to help ensure receipt of limited information necessary to assess an employee’s eligibility for workplace accommodations. The University does not want a complete medical history, a diagnosis, or medical information other than the functional limitations which are required to effectively analyze the request for accommodation. Please note there is an optional release form that grants the University the authority to contact your medical provider directly if additional information is necessary. Furthermore, although we will share your limitations with

your supervisor in order to determine an appropriate accommodation, the University will not share any confidential medical information with your supervisor.

In addition to providing information necessary about the employee's functional limitations, the Certification from Health Care Provider form also serves as an opportunity for the healthcare provider to suggest accommodations they believe would help the employee.

Upon receipt of a completed Certification from Health Care Provider form, the ADA Specialist will review the content and determine whether the information establishes that the employee has a qualified disability. If the information received does not establish this, then the ADA Specialist will inform the employee of that conclusion in writing. Under such circumstances, the employee may follow-up with their healthcare provider for reconsideration, or seek a second opinion from another provider and ask them to complete the Certification from Health Care Provider form. The employee may also authorize the University to contact their medical provider directly in order to obtain clarifying information.

An employee may also submit a letter from the employee's healthcare provider in lieu of a completed Certification of Health Care Provider form, so long as the information is sufficient to substantiate the existence of a disability and/or need for reasonable accommodation. The letter should contain the same information, complete with letterhead, medical license, and signature.

An employee with a disability that constitutes an "obvious impairment" (e.g., an employee who is blind) is not required to submit medical documentation establishing their eligibility for workplace accommodations. Similarly, documentation may not be required where the University already knows about the employee's disability (e.g., there is documentation on file from an earlier request) and the individual remains eligible for an accommodation.

If an employee refuses to provide the necessary medical certification, the interactive process cannot continue and the University may deny the request for accommodation.

## **2. Privacy of Medical Information**

Employees are not required to disclose medical information to the University. However, any medical information an employee chooses to disclose to the University, including to their manager/supervisor, HR Partner, or the ADA Specialist, is confidential. Accordingly, this information will not be shared with other University employees except on a need-to-know basis as determined by the ADA Specialist.

Similarly, any information the ADA Specialist receives from an employee's healthcare provider regarding a medical diagnosis (whether included in a Certification from Health Care Provider form or supplemental request for information) is confidential and will not be shared.

This confidentiality requirement does not preclude the ADA Specialist from sharing limited information about the functional impact of an employee's medical condition on their ability to perform the essential functions of their position to determine possible accommodations. For example, the ADA Specialist may inform an employee's supervisor that the medical condition permanently restricts the employee from lifting more than 10 pounds or working on a computer for longer than 30 minutes per day.

Although most information shared with the ADA Specialist is private, it is important to understand that in accordance with University policy, the ADA Specialist may be required to report information shared with appropriate persons.

## **D. Interactive Process**

### **1. General Process**

Once an individual's eligibility for accommodations is established, the University (typically acting through the ADA Specialist) is responsible for engaging the employee and unit in an interactive discussion aimed at identifying and implementing reasonable, effective accommodations for the employee.

The specific approach utilized for conducting the Interactive Process will vary depending upon the situation. In some circumstances, the ADA Specialist will have separate conversations with the employee and department about the request for accommodation. In other instances, the ADA Specialist will schedule a meeting with the employee and department to engage in a joint discussion of possible accommodation ideas. While the ADA Specialist maintains discretion to determine the appropriate approach, employees and supervisors are encouraged to weigh-in on their preferred means of conducting the Interactive Process. In most circumstances, the department/unit is expected to cover the cost of any workplace accommodation. For that reason, departments are encouraged to budget for possible accommodation needs on an annual basis.

It is the University's intention to address requests for accommodations in a timely fashion. We strongly encourage employees with time-sensitive needs to let them be known at the time they submit a [Request Disability Accommodation\(s\)](#) form on ServiceHub or upon contact with the ADA Specialist. Employees may also request a status update at any time.

For more information on the reasonable accommodation process, professional staff can refer to [PPSM-81](#) and academic appointees to APM-711.

### **2. Good-Faith Effort and Shared Understanding and Expectations**

Participants in the Interactive Process, including but not limited to the ADA Specialist, the employee, manager/supervisor, and HR Partner, are expected to engage in good-faith. This good-faith effort requires active participation and willingness to brainstorm possible solutions. Communication is a priority throughout the entire process, but particularly where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are considering different forms of reasonable accommodation.

### **3. Interim Accommodations during the Interactive Process**

In some circumstances the ADA Specialist may determine that the manager/supervisor should provide one or more requested accommodations on an interim basis while the employee engages in the Interactive Process. Whether an interim accommodation is appropriate will be assessed on a case-by-case basis and may include consideration of factors such as: the operational impact of the requested accommodation and/or the likelihood that the disclosed medical limitations qualify as a disability.

As with all accommodations, if concerns about the operational impact of an interim accommodation arises after it has been agreed to, the ADA Specialist may review/reconsider whether continuing to provide the accommodation is reasonable. If the ADA Specialist determines that the interim accommodation is not reasonable, then the parties are expected to continue to engage in the Interactive Process to determine whether there are alternative reasonable accommodations that would effectively meet the individual's needs.

### **E. University Right to Choose the Accommodation Provided**

In the event that there is more than one reasonable accommodation that could be effective for the employee's needs, then the University is able to choose the accommodation provided. For example, if the employee requests a specific sit/stand desk, the department may choose to provide an alternative so long as it is equally effective for the employee's disability-related needs.

If, after a reasonable trial period, the employee believes that the accommodation provided is not effective, then they should inform the ADA Specialist and re-engage in the Interactive Process.

### **F. Reconsideration of Approved Accommodations**

In some circumstances, identifying an effective reasonable accommodation may require some trial and error.

A manager/supervisor who has reason to believe that an employee may no longer need a reasonable accommodation should contact the ADA Specialist. The ADA Specialist will decide if it would be appropriate to contact the employee to discuss whether they have a continuing need for the approved accommodation.

### **G. Responsibilities of the ADA Specialist in the Accommodation Process**

#### **1. Accommodation Ideas**

The ADA Specialist is committed to working with employees and departments to identify and implement reasonable, effective accommodations. As part of the Interactive Process, the ADA Specialist will ask questions, conduct research, and offer ideas for accommodations.

In order to provide this support, it is important for the employee to explain how their physical or mental limitation(s) impacts their work and what they believe would be effective for addressing those challenges. Similarly, the department is asked to provide a copy of an employee's job description and the stated PEM factors, explain the responsibilities of the position in relation to the larger mission of the department, their expectations for the employee, and any concerns they may have with respect to a requested accommodation.

#### **2. Supplemental Requests for Medical Information**

In some circumstances the University may need to request supplemental information from the employee or the employee's healthcare provider. The scope of any such inquiry would be narrowly tailored, and may include questions seeking:

- Clarification regarding the scope and anticipated duration of an employee's physical or mental limitations;

- Clarification regarding the impact of an employee's medical condition and their ability to perform essential functions of a position;
- Information necessary to ensure that the employee is able to safely perform the functions of their job; or
- Any other information deemed appropriate and necessary by the ADA Specialist.

Before making a supplemental request for information, the ADA Specialist may ask the employee to sign a Release of Medical Information form authorizing the ADA Specialist to contact their healthcare provider.

Supplemental requests for information are done in writing and may be made directly by the ADA Specialist or by providing the employee with a copy of the Certification from Health Care Provider form to give to the healthcare provider. It is the employee's responsibility to ensure their healthcare provider responds to the request for information. If an employee refuses to provide the ADA Specialist with necessary medical information, then the University may not be able to move forward with addressing their request for accommodation.

### **3. Undue Hardship Analysis**

The University is responsible for assessing whether an employee can be accommodated or if doing so would result in an undue hardship which is defined as any action requiring significant difficulty and expense. The University is not required to provide an accommodation that constitutes an undue hardship.

In accordance with applicable laws and guidance, "undue hardship" determinations are based on several factors including but not limited to :

- the nature and cost of the accommodation needed;
- the overall financial resources of the organization making the reasonable accommodation;
- the number of persons employed at this organization;
- the impact of the accommodation on the operation of the facility

Each request for accommodation is assessed on a case-by-case basis. What is reasonable in one position may constitute an undue hardship in another. For example, the ability to effectively accommodate an employee's lifting restriction may be different in an office than a non-office setting. Conversely, the ability to effectively accommodate an employee's condition that impacts their ability to use a computer may be different in an office than a non-office setting.

When a requested accommodation is determined to be an undue hardship, the University will try to identify alternative, reasonable accommodations that would be effective. In the event that there are no reasonable accommodations that would enable an employee to effectively perform the essential functions of a position, then we look for alternative positions for the employee.

#### **4. “Qualified” Analysis**

An employee with a disability is qualified for a position if they: (1) satisfy the requisite skill, experience and other job-related requirements; and (2) are able to perform the essential functions with or without reasonable accommodation.

When questions arise regarding the impact of an employee’s limitations on their ability to perform the functions of their job, the ADA Specialist is responsible for determining whether the University is able to effectively accommodate that employee in their current position. When an employee is unable to perform the essential functions of their job, they will be referred to the Transition Services team in People & Culture for assistance identifying alternative employment for reassignment to a vacant position [as set forth below](#).

#### **5. Analysis of Job Functions**

The ADA Specialist will analyze job functions as “essential” or “marginal” and may be done in consultation with the manager/supervisor, HR Partner, People and Culture, and employee.

### **IV. Reassignment Process**

#### **A. Generally**

Reassignment will be considered for qualified employees if the University determines:

- (1) there are no accommodations that would effectively enable the individual to perform the essential functions of their position (e.g., they are not “qualified” for their current position”); or
- (2) the only effective accommodation would cause an undue hardship.

If the University is unable to provide a reasonable accommodation that allows the employee to perform the essential functions of their job, then they will be referred to the Transition Services team in People & Culture for assistance identifying alternative employment for reassignment to a vacant position, with priority given to identifying roles. Reassignment is considered the University’s accommodation of last-resort. As a result, the University will always seek to identify reasonable, effective accommodations in an employee’s current position before considering reassignment.

#### **B. Eligibility for Reassignment as an Accommodation**

Consistent with federal law, an employee must be “qualified” in order to be eligible for reassignment. An employee is qualified if they:

- (1) have the requisite skill, experience, and meet the other job-related requirements of the position; and
- (2) can perform the essential functions of the open and available position either with or without reasonable accommodation.

In the event that the Transition Services team determines that an employee is not qualified for reassignment, then they will inform the ADA Specialist, Disability Management Services and employee of that decision.

### **C. Written Notice of Opportunity to Pursue Reassignment**

The decision to move someone into the reassignment process at times will be made in consultation with the Chief ADA/504 Compliance Officer. The ADA Specialist, will provide the employee with a written explanation of the basis for that decision.

### **D. Timeline for Reassignment and Review of Open Positions**

Priority Reassignment and Preference is the process where a qualified employee with permanent work restrictions may receive priority selection for another position at the University. They are eligible for Preferential Rights (SPC/PRF) for qualifications review and reassignment for any position for which they meet the minimum qualifications, which is at the same or below their current classification. The candidate will be given preference for comparable positions (career and contract) based on their current job classification. Positions that would be considered a promotion are not eligible for reassignment.

When an employee chooses to participate in the reassignment process, they will be referred to the Transition Services team to develop a proactive job search strategy, create a resume and other collateral. Coaching support is provided throughout the search, the interviewing and application process.

A career goal assessment is provided using the work experience, skills, and qualifications set forth in the employee's resume and is used as a starting point to identify potentially suitable vacant positions. The Transition Services team reviews with the employee how to identify job postings that are eligible for consideration for the reassignment process. Considered positions would be comparable in terms of responsibility, pay, etc. to the employee's prior job. In the event there are no comparable positions suitable for reassignment then they will look for lower level positions as a reassignment opportunity in a lower salary range and/or with fewer responsibilities. If reassignment to an equivalent position is not possible, then lower level positions will be considered.

Participants are encouraged to review the University's jobs website and inform Transition Services if they see any open positions they believe they are qualified and able to perform with or without reasonable accommodation. They can apply for any position (career or contract) that is at their most recent job classification or below.

If a potentially suitable position is identified, then the employee submits an application indicating they are eligible for preferential review. This is automatically noted in the roster of applicants for posted positions. Transition services reviews the submission and notifies the Talent Acquisition Advisor who is managing the recruitment process for that position. Talent Acquisition then reaches out to the department to request an opportunity to meet with the hiring manager to review the employee's resume (the employee's name and other identifying information will be redacted). Following that meeting, if it is determined that the position may be suitable for reassignment then they will schedule an opportunity for the employee to meet with the department for a Qualifications Assessment. Reassignment is not a competitive hiring process. Therefore, if it is determined after consultation with the (hiring manager) that the employee is qualified for a particular vacancy, it may be offered to the employee as an accommodation.

If no suitable reassignment opportunity is identified during the ninety (90) day reassignment period then the University will process the separation of the individual's employment for medical reasons. Medical separation is not a for-cause termination, and it would not preclude the employee from applying

for open and available University positions in the future. The employee remains eligible for Rights to First Review (PRF) for 12 months after their separation date.

Steps include:

- (1) An employee is notified that they are in a 90-day search, and eligible for preferential review for applications for career and contract postings comparable, lateral, or below their most recent position.
- (2) Candidates apply through [jobs.berkeley.edu](https://jobs.berkeley.edu). The application is reviewed to determine SPC status by Transition Services, if the application is eligible the Talent Acquisition Advisor managing the position is notified.
- (3) It is recommended that the candidate submit applications by the first review date, but it is not required. If the candidate applies to a posting after the review process has started, and the position has not yet been filled, they are to be interviewed and considered for reassignment.

### **E. Qualifications Assessment**

A Qualifications Assessment differs from an interview in that questions are based solely on the Required Qualifications for the position, it is attended by the Hiring Manager, a Talent Acquisition Advisor and the candidate.

The TA Advisor reviews for Minimum Qualifications match, if the candidate meets the posted minimum requirements, it is required that they are referred to the hiring manager for a Qualifications Assessment. The hiring manager and the Talent Acquisition Advisor conduct the QA. If the candidate matches the job requirements, the hiring manager will offer the position. The ADA Specialist is notified, and a meeting is scheduled to review the PEM and any accommodation requiring the Interactive Process. If the candidate does not meet the required qualifications, the Talent Acquisition Advisor documents the specific criteria to be considered prior to deselection.

### **F. The Interactive Process and Hiring**

The process by which the University and the employee engage in a dialogue about the employee's functional work limitations due to a disability and any accommodation that can be provided that would enable the employee to perform the essential functions of the position.

- Reference checks are not applicable to the hiring decision.
- Excluded is any test, assessment or exercise used to measure skill or performance.
- A probationary period is required if the candidate has not yet completed one.
- A candidate must accept the first offer received. Declining a position, they are qualified for may result in loss of PRF/SPC rights to first review and reassignment.

### **G. Limits of Reassignment**

While the University will seek to find a suitable opportunity for the employee's reassignment, it is not obligated to create a new position or bump a qualified employee from a position currently occupied in order to reassign someone.

Furthermore, the Transition Services team will not consider a promotional opportunity in reassignment. Therefore, employees in the accommodation process are encouraged to apply competitively for any promotional opportunities they believe they are qualified to perform either with or without reasonable accommodation.

#### **H. Medical Status and Requests for Documentation**

If the employee's functional limitations change during the reassignment period then they are encouraged to have their health care provider submit an updated Certification from Health Care Provider form and an Employee Status Report to the ADA Specialist. The ADA Specialist will communicate with Transition Services and provide updates as needed.

Depending upon the requirements of the position, the ADA Specialist may request additional information from the employee's healthcare provider in order to assess whether they would be able to effectively perform the essential functions of the position with or without reasonable accommodations.

Updated medical documentation will not alter the decision to move the employee into the reassignment process but it may impact the type of positions considered for reassignment.

#### **I. Leave Status, Pay, and Benefits during the Reassignment Process**

An employee in the reassignment process is typically on a protected leave of absence. This leave may be protected by accrued leave, FMLA/CFRA, or as an unpaid ADA-protected leave (if the employee has exhausted, or is not eligible for, FMLA/CFRA).

An employee will remain on pay status for a portion or the entirety of the reassignment period if they have accrued paid leave (sick or vacation), short or long-term disability benefits, or catastrophic leave. For administrative convenience, the department the employee worked in prior to reassignment is responsible for processing any timesheets for paid leave the employee may submit during the reassignment period unless they are on approved Family Medical Leave.

Employees who are engaged in the reassignment process may be eligible for continuing health benefits. For information about eligibility for health benefits employees should contact People and Culture, Benefits (510) 664-9000, option 3.

#### **J. Right to Waive Opportunity to Pursue Reassignment**

Employees may waive the opportunity to pursue reassignment as an accommodation. If an employee chooses to do so then the University will move forward with processing the medical separation of their employment effective immediately.

The University will also move forward with processing the medical separation of an individual's employment if they fail to respond to the offer to engage in the reassignment process within the time period mentioned in the letter informing them of the opportunity to pursue reassignment.

## **ACKNOWLEDGEMENT**

Some elements of this Process guide were inspired by the Workplace Accommodation Process Guide, by the University of Oregon, 2019, Eugene Oregon. Copyright 2024 by the University of Oregon. We extend our thanks to the University of Oregon for their partnership.

## **V. Additional Resources**

### **A. People and Culture**

Address: 2850 Telegraph Ave, 4th Floor, Berkeley, CA 94705-3540

Website: <https://hr.berkeley.edu/home>

Phone Number: (510) 664-9000, option 3

Email: If you are served by the ERSO Region, email [ersohrops@erso.berkeley.edu](mailto:ersohrops@erso.berkeley.edu). If you are served by any of the other regions, submit a request in the [HR ServiceHub](#).

### **B. Ergonomics (Be Well at Work)**

Address: 2222 Bancroft Way, University of California, Berkeley, CA 94720-4300

Website: <https://uhs.berkeley.edu/bewellatwork/ergonomics>

Phone Number: (510) 643-4646

Email: [ergonomics@berkeley.edu](mailto:ergonomics@berkeley.edu)

### **C. Office for the Prevention of Harassment & Discrimination**

Address: 2111 Bancroft Way, Suite 300, Berkeley, CA 94720-1120

Website: <https://ophd.berkeley.edu/>

Phone Number: Phone: (510) 643-7985

Fax: (510) 643-3578

Email: [ask\\_ophd@berkeley.edu](mailto:ask_ophd@berkeley.edu)

### **D. Staff Ombuds Program**

Address: 2350 Bowditch St, Berkeley, CA 94704

Website: <https://staffombuds.berkeley.edu/>

Phone Number: (510) 642-7823

### **E. Disability Access and Compliance**

Address: 2195 Hearst Ave, Berkeley, CA 94709

Website: <https://dac.berkeley.edu/home>

Phone Number: (510) 643-6456

Email: [access@berkeley.edu](mailto:access@berkeley.edu)

### **F. Disability Management (Be Well at Work)**

Address: 2222 Bancroft Way, Suite 2100, Berkeley, CA 94720-4300

Website: <https://uhs.berkeley.edu/bewellatwork/disability-management>

Phone Number: (510) 643-7921

Fax: (510) 642-6505

Email: [dms@berkeley.edu](mailto:dms@berkeley.edu)

### **G. Employee Assistance (Be Well at Work)**

Address: 2222 Bancroft Way, Suite 3100, Berkeley, CA 94720-4300

Website: <https://uhs.berkeley.edu/bewellatwork/employee-assistance>

Phone Number: (510) 643-7754

Fax: (510) 642-7411

Email: [employeeassistance@berkeley.edu](mailto:employeeassistance@berkeley.edu)

## **H. Equal Employment Opportunity Commission (EEOC)**

Address: 131 M Street, NE Washington, DC 20507

Website: <https://www.eeoc.gov/>

Phone Number: 1-800-669-4000

Email: [info@eeoc.gov](mailto:info@eeoc.gov)

## **I. Department of Rehabilitation**

Physical Address: 721 Capitol Mall, Sacramento, CA 95814

Mailing Address: P.O. Box 944222, Sacramento, CA 94244-2220

Website: <https://www.dor.ca.gov/>

Phone Number: (916) 324-1313

Phone Number: 1-800-952-5544

TTY: (916) 558-5673

## **J. Civil Rights Department**

Address: 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758

Website: <https://calcivilrights.ca.gov/>

Phone Number: 1-800-884-1684

TTY: 1-800-700-2320

Email: [contact.center@calcivilrights.ca.gov](mailto:contact.center@calcivilrights.ca.gov)

**VI. Appendices**

- A. APPENDIX 1: Request Disability Accommodation(s) Form**
- B. APPENDIX 2: Certification of Health Care Provider Form**
- C. APPENDIX 3: Release of Medical Information Authorization Form**

## A. APPENDIX 1: [Request Disability Accommodation\(s\)](#)

Please submit this form to start the interactive process. An ADA Specialist will respond to your request within 5 business days.

HR Service Hub

[Recent Cases](#) [All Cases](#) [Legacy Cases](#) [To-dos](#) [Drafts](#) [About HR](#) [UCPath](#) [HR Catalog](#) [IT Catalog](#) [MA](#)

### Request Disability Accommodation(s)

Request a disability accommodation in your workplace due to a disability that impacts your employment.

Please submit this form to start the interactive process. An ADA Specialist will respond to your request within 5 business days.

Go to the full guide about this process here: \*\*\*\*Go to guide\*\*\*\*.  
Review page X to see an overview of the steps, so you know what to expect.

\* Indicates required

\*What is the name of the person requesting this service?

  

Please select the job(s) for which you are requesting a disability accommodation

  

What is the preferred contact method?

Personal Phone  
 Work Phone  
 Personal Email  
 Work Email  
 Other

Please tell us about the type of accommodation(s) you're looking for.

Please tell us the reason you are submitting this request.

Is this related to a Workers Compensation Case

Yes  No

Is there anything else you think we should know?

Upon receipt of this request, an initial ADA Information Packet will be sent to you within 5 business days. Please read the packet carefully and provide all the information that is requested to help facilitate the work on your case.

 Add attachments

 Save Draft

Submit

Required information

What is the name of the person requesting this service?

**B. APPENDIX 2: Certification from Health Care Provider**

**☰ Certification from Health Care Provider**

**Certification from Health Care Provider**  
(For Request for Reasonable Accommodation)

When an employee's disability or need for accommodation is not apparent or known to the employer, the employer may request a certification from a health care provider verifying that an accommodation is necessary. Please provide the following information on your following patient:

Employee Name: \_\_\_\_\_

Disability Certification (Please do not provide diagnosis)
The California Department of Fair Employment and Housing defines an individual with a disability as someone who has a physical or mental disability that limits a major life activity. Does this employee have a disability?  <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please sign, date, and return)

Work Restrictions and/or Functional Limitations
What are the employee's specific work restrictions and/or functional limitations?  
Describe how these restrictions and limitations impair the employee's ability to perform the duties of the job:  
Are these restrictions and limitations permanent or temporary?  <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary  If temporary, how long will these restrictions be in place: _____

Reasonable Accommodation
If you have any suggestions as to possible accommodation(s), please provide details:  

When responding to this request, please know that:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

Signature Section	
Health Care Provider Name (print):	Address:
Health Care Provider Signature:	Date:

Please return completed form to your patient or email to: [StaffADAHelp@berkeley.edu](mailto:StaffADAHelp@berkeley.edu)

**C. APPENDIX 3: Release of Medical Information Authorization**

**RELEASE OF MEDICAL INFORMATION  
AUTHORIZATION FORM**

I, \_\_\_\_\_ authorize the University of California, Berkeley's ADA Specialist and UCB legal counsel to review certain medical records or summaries of records that exist and are authored by the health care provider(s) or staff listed below. This authorization for release is limited to those records or summaries regarding my medical condition as they relate to my employment, as reflected in the attached job description and any other supporting documentation. In addition, the same health care provider(s) may provide information to the UCB ADA Specialist, or designee, and UCB legal counsel related to specific accommodations that could be made to assist in my ability to perform the essential job functions of my employment position with UCB.

I also authorize my health care provider(s) and staff to discuss medical information and related issues such as my ability to perform the essential functions of my UCB employment and possible accommodations for any disability, with the UCB ADA Specialist, or designee, and UCB legal counsel. I understand that contact between these individuals is for the purpose of assessing my physical and/or mental condition in relation to the duties that are associated with my University employment, whether such accommodations are warranted, and if so, what form they should take.

This authorization continues from this date until \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Healthcare Provider(s) and Staff:

Name:

Address:

Phone Number:

Name:

Address:

Phone Number: