

Article XX. Reasonable Accommodation of Employees with Disabilities

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X.1 Disability Accommodation

The University's disability accommodation interactive process is designed to explore reasonable accommodations for employees with medical conditions or disabilities. The Employer and Union will comply with all relevant federal and state laws, [regulations, executive orders](#) and the provisions of [University of Washington Administrative Policy Statement 46.5 on Reasonable Accommodation of Employees With Disabilities](#). The University and the Union are committed to providing reasonable accommodation to employees with disabilities.

X.2 The University's Disability Services Office provides services to staff with disabilities, including accommodation advice and resources. Accommodations are provided on an individual basis and created in collaboration with the requesting employee, the appropriate University personnel, and the Disability Services Office.

An employee who believes that a medical condition is affecting their ability to perform their job may begin the accommodation request process. An employee may contact the Disability Services Office (DSO), their HR Consultant, or their supervisor [to begin the accommodation request process](#). An employee is not required to begin the request process by contacting their supervisor, and may contact their HR Consultant or the DSO instead of their supervisor. An employee is not required to disclose their medical reason for an accommodation with their immediate supervisor.

X.3 Employees requesting accommodation must cooperate with the University in discussing the need for and possible form of any accommodation. The Employer may require supporting medical documentation and may require the employee to obtain a second medical opinion at the Employer's expense. Medical information disclosed to the Employer will be kept confidential and stored separately from the employee's Official Personnel File (OPF). The University will respond to completed accommodation requests as soon as possible. The employee may elect to be accompanied by a Union representative.

X.4 Disability Leave

Disability leave may be a combination of the employee's accrued sick time off, vacation time off, personal holiday, compensatory time, and/or unpaid time off, the combination of which may be determined by the employee. If disability leave is taken as an unpaid absence, the employee may apply eight (8) hours of accrued paid time off per month during at least the first four (4) months of disability leave to provide for continuation of employer paid health benefits. The interspersed paid time off will be applied to the first working day of the month.

XX.5 The Employer will determine whether an employee is eligible for a reasonable accommodation and the final form of any accommodation to be provided.

Alternative Job Search: If an employee has exhausted all time off and leave options, the University has determined that it is not possible to accommodate the employee in their current position, and the employee has been released to work, the University will attempt to place the

employee in an open position under the following conditions and in accordance with DSO procedures:

- A. The position has a comparable or lower salary range or grade as the current position.
- B. The employee meets the position's minimum qualification and special skill requirements.
- C. The employee is able to perform the position's essential functions, with or without accommodation.
- D. The University does not create new positions, displace other employees, offer a promotion as a form of accommodation, or alter the FTE of the position. The position will normally be of the same type (e.g., regular, hourly, or student).

X.6 An employee who is unable to perform the essential functions of their position due to disability may be separated from service after the Employer has made good faith efforts to reasonably accommodate the employee's disability in accordance with applicable state and federal law. The employee will be provided written notice of the disability separation. Disability separation is not a corrective action.

X.7 Pregnancy Accommodation

The Employer and the Union will comply with all relevant federal and state laws, regulations, and executive orders and with the provisions of Washington **Administrative** Policy Statement 46.7 Reasonable Accommodation of Pregnant Employees. The University and the Union are committed to providing reasonable accommodation to pregnant employees.

A. The following pregnancy-related accommodations shall not require health care provider certification and are not subject to an employer's claim of undue hardship.

1. Providing more frequent, longer, or flexible restroom breaks;
2. Modifying a no food or drink policy;
3. Providing seating or allowing the employee to sit more frequently if their job requires them to stand; and
4. Restricting lifting to 17lbs. or less.

B. An employee's pregnancy or pregnancy-related health condition may also be accommodated as follows:

1. Job restructuring, part-time or modified work schedules, reassignment to vacant position, or acquiring or modifying equipment, devices, or an employee's work station;
2. Providing for a temporary transfer to a less strenuous or less hazardous position;
3. Providing assistance with manual labor and limits on lifting;
4. Scheduling flexibility for prenatal visits; and
5. Any further pregnancy accommodation an employee may request

With respect to these accommodations, the University may request an employee provide written certification from their treating health care provider regarding the need for reasonable

accommodation and may deny any employee's request for reasons of significant difficulty or expense.