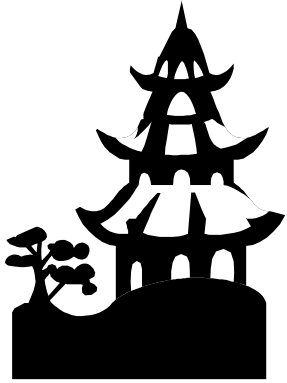


## GUIDELINES FOR THE ASSISTIVE EQUIPMENT/AUXILIARY ASSISTANCE FOR EMPLOYEES WITH DISABILITIES PROGRAM



This program receives limited funds from the Chancellor's Office and is designed to supplement department resources to purchase assistive devices or adaptive equipment to

facilitate the performance of job-related activities for university employees with disabilities. The funds are available for requests made by permanent existing employees. The funds are not available to purchase equipment or devices for the personal use of employees. Written documentation is required to request program funding. Application forms are available at <http://oerc.sdsu.edu/pdf/assistdeviceapp2.pdf>.

The same medical verification, disability, time line, and confidentiality requirements of any other accommodation request apply to requests for this funding. Equipment and devices purchased using these funds remains the property of the Assistive Equipment/Auxiliary Assistance Program, on loan to the department and assigned to a specific employee.

### Use of Program Funds

1. Assistive devices and/or adaptive equipment used to facilitate the performance of job-related activities only.
2. Adaptive computer components and software.

### What the Program does not fund:

1. Program funds will not be provided to purchase equipment or devices for the personal use of employees; for example, walking canes, hearing aids and glasses.
2. Program funds will not be provided to cover costs associated with medical or mechanical engineering evaluations to determine appropriate accommodations for employees with disabilities.
3. Program funds will not be provided to purchase computers.

### Request Criteria

1. Verification of disability is required and may involve providing a statement from a physician, a health care practitioner, or rehabilitation professional.

Please complete the form located at <http://oerc.sdsu.edu/pdf/assistdeviceapp2.pdf> and return to the Office of Employee Relations & Compliance, Administration 228, Mail Code 1695. The Assistive Device Committee will review the Request within 30 days of receipt. If you have any questions or concerns, please call the Office of Employee Relations & Compliance at 594-6464.



### OFFICE OF EMPLOYEE RELATIONS AND COMPLIANCE

5500 Campanile Drive  
San Diego, CA 92182-1695

Phone: 619-594-6464  
Fax: 619-594-1881

Website: <http://oerc.sdsu.edu/>



## Assistive Equipment/ Auxiliary Assistance Program and Requests for Reasonable Accommodations

GUIDELINES FOR  
EMPLOYEES WITH  
DISABILITIES

OFFICE OF  
EMPLOYEE  
RELATIONS  
AND COMPLIANCE

Telephone: 619-594-6464

## The Process

### Compliance

As an employer, SDSU provides reasonable accommodations:

- When an applicant with a disability needs an accommodation in order to be considered for a job;
- When an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and
- When an employee with a disability needs an accommodation to participate in equal benefits and privileges of employment.

Requests for accommodations for students with disabilities shall be directed to Student Disability Services (SDS) at Calpulli Center, Suite 3101 (third floor) or at (619) 594-6473 or (619) 594-2929 (TDD/TTY). SDS works with students and faculty to arrange appropriate accommodations that provide equal opportunity and access for students. Accommodations vary from one student to the next even among students with the same disability. Information regarding SDS and accommodations for students is also available at the SDS website <http://www.sa.sdsu.edu/sds/index.html>.

Members of the general public with disabilities who need accommodations to access SDSU sponsored events shall request an accommodation through the campus organization sponsoring the event at least seven days prior to the event, if at all possible. All event announcements must include a contact for requesting accommodations.

### The Initial Request

A request for accommodation does not have to include any special words, such as “reasonable accommodation,” “disability,” or “Rehabilitation Act.” An individual with a disability may request a workplace adjustment or change whenever she or he chooses, even if she or he has not previously disclosed the existence of a disability.

Any SDSU employee or applicant may consult the Office of Employee Relations and Compliance (OERC) for further information or assistance in regard to requesting or processing a request for such an accommodation. The application form is located at <http://oerc.sdsu.edu/pdf/assistdeviceapp2.pdf>.

- An employee (family member, health professional, or other representative of the employee) may request an accommodation orally or in writing from his or her supervisor; another supervisor or manager in his/her immediate chain of command; an appropriate administrator; or OERC.
- An applicant may request an accommodation orally or in writing from any SDSU employee with whom the applicant has contact in connection with the application process.

### Evaluation of Request

As the first step in processing a request for accommodation, the SDSU faculty or staff member who receives the request must determine who will be responsible for evaluating the request and forward it, if necessary. The person who evaluates the request for accommodation will be referred to as the “decision-maker.”

There are some accommodations that would be appropriate for a first-line supervisor to evaluate and approve, absent undue hardship to the operation of the office. Otherwise, the request shall be forwarded to the appropriate person as soon as possible but in no more than five business days. The request recipient, including OERC, must notify the employee’s appropriate administrator promptly, that an accommodation request has been made.

All decision-makers must have appropriate designees to receive and process requests for accommodations and provide reasonable accommodations when the decision-maker is unavailable. Decision-makers shall ensure that individuals know who has been designated in their absence/unavailability.

The Office of Employee Relations and Compliance will be available to provide assistance to employees and decision-makers in processing all requests for accommodation and may be the best choice as decision-maker in the following circumstances:

1. Accommodation requests to purchase adaptive equipment, assistive devices, or auxiliary aid.
2. Requests for removal of an architectural barrier(s), including reconfigured work spaces.
3. Requests for materials in alternative formats (e.g., Braille, large print) which cannot be handled by the supervisor or appropriate administrator.
4. Reassignment to another job.

### Qualifying Disability

An individual is only qualified if he or she fits the definitions of “an individual with a disability” and “a qualified individual with a disability.” In some cases the disability and need for accommodation will be obvious or otherwise already known to the decision-maker. If the decision-maker can observe that the employee has a disabling condition without requesting medical information, SDSU will not seek any further medical information. However, when a disability and/or need for accommodation is not obvious or otherwise already known to the decision-maker, SDSU may require that the individual provide reasonable documentation about the disability and his or her functional limitations. The failure to provide appropriate documentation or to cooperate in SDSU’s efforts to obtain such documentation can result in a denial of the request for accommodation.

### The Interactive Process

The next step is for the decision-maker and the individual requesting the accommodation to engage in an interactive process to determine what, if any, accommodation shall be provided. This means that the two parties must talk to each other about the request, the process for determining whether an accommodation will be provided, and potential accommodations.