

1 **ACCOMMODATIONS**

2
3 **Section 1.**

4 The University shall provide an employment disability accommodations process for all student
5 workers in accordance with the Americans with Disabilities Act.

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7 A list of the types of workplace accommodations that may be reasonable shall be included on
8 the University's HR website and a link to that list will be provided to employees when first
9 seeking accommodations.

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11 The University shall, when feasible and agreeable to the student worker, take steps to reduce
12 duplication in the accommodation processes covering a student worker's student and
13 employment accommodation needs. The University shall inform student workers of the
14 availability of both kinds of accommodations and will, upon request of the student worker, work
15 collaboratively with the other office to integrate the accommodation implementation process.

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17 **Section 2. Interactive Process**

18 If requested by the student worker, the supervisor/department administrator, in consultation with
19 the appropriate University administrators, shall timely implement an appropriate temporary work
20 adjustment that allows the student worker to complete the essential functions of their job until
21 the interactive process is completed.

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23 When a student worker makes a request under this Article, the parties will engage in an
24 interactive process, which is an ongoing dialogue between the student worker and appropriate
25 University representatives (e.g., supervisor, departmental administrator, department or unit
26 head, a disability services representative, and/or other appropriate University administrators).

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28 Within seven (7) days of receiving an initial request for reasonable accommodations, the
29 University will acknowledge the request, thus initiating the interactive process. Throughout the
30 interactive process, the University and student worker will engage in reasonably timely
31 communications, taking into consideration the student worker's unique circumstance, consisting
32 of responses within no more than a week.

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34 Student workers may involve a support person to assist in the interactive process, which may be
35 a Union representative.

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37 In the event that a student worker believes the accommodation provided is not effective, they
38 may contact the ADA Coordinator to re-engage the interactive process.

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41 **Section 3. Pregnancy and Postpartum Accommodations.**

42 The University provides reasonable pregnancy and postpartum workplace accommodations
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44 The University will allow adequate reasonable break time for a student worker to express breast
45 milk when needed. Student workers shall have access to spaces for the purpose of expressing
46 breast milk which will be a private location (locked and with no view in from the outside), other
47 than a bathroom. If no such designated space exists in reasonable proximity to a student
48 worker's work location, the University will work with the student worker to identify a convenient
49 location and work schedule to accommodate their needs. Student workers shall also have
50 access to a sink with soap for the cleaning and care of pumping equipment nearby the lactation
51 space. In the event a lactation space does not have insulated storage for storing expressed
52 milk, student workers should contact Human Resources to find an appropriate storage space.

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54 The University shall maintain a web page listing the designated lactation stations. These
55 lactation stations will be available to all student workers.

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57 If requested by a student worker, the University will allow the following as a pregnancy or
58 postpartum accommodation (1) provide more frequent, longer, or flexible restroom breaks, (2)
59 modify a no food or drink policy to allow for breaks to eat or drink, (3) provide seating or allow
60 the employee to sit more frequently if their job requires them to stand, and (4) limit work-related
61 lifting demands to not over seventeen (17) pounds or less without the need to provide written
62 certification from a health care provider.

63
64 In addition, a pregnant student worker may request other workplace accommodation(s).

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66 **Section 4. Violence Related Safety Accommodations**

67 A student worker may request reasonable safety accommodations in response to threats, an
68 incident, or incidents of violence (e.g. sex and gender-based violence, intimate partner violence,
69 sexual assault, or stalking). Reasonable safety accommodations may include, but are not
70 limited to:

- 71
- 72 ● leave from work, when other solutions are unavailable
 - 73 ● transfer, reassignment, and modified schedule
 - 74 ● changed work telephone number, changed work email address, and changed
75 workstation
 - 76 ● installed lock, implemented safety procedure, or any other adjustment to a job structure,
77 workplace facility, or work requirement.

78 **Section 5. Violations**

79 Violations of this article shall be grieved beginning at step 3 of the grievance procedure as
80 outlined in ARTICLE XX.

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