

**WORKPLACE ACCOMMODATION POLICY
FOR FACULTY AND FACULTY APPLICANTS
Effective 9-12-2019**

The Art Institute of Chicago, including both the School and the Museum, is committed to making reasonable accommodations to otherwise qualified employees and applicants with disabilities and pregnant employees, as defined by law. This policy, which applies specifically to faculty and faculty applicants, is in accordance with the Americans with Disabilities Act (ADA), Illinois Pregnancy Accommodation Act and applicable federal and state laws. Failure to reasonably accommodate faculty and faculty applicants with disabilities and pregnant employees can be a violation of federal and/or state law as well as S/AIC policy.

Definitions

Disability: A physical or mental impairment that substantially limits one or more major life activities, or record of such an impairment, or being regarded as having such an impairment.

Major life activity: An activity that an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, thinking and eating. Major life activities may also include the operation of a major bodily function, such as functions of the immune system, normal cell growth, brain, neurological, and endocrine functions.

Qualified individual with a disability: For purposes of this policy means a faculty member or faculty applicant with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Essential job function: Fundamental job duties of the employment position the individual with a disability holds or desires. The term "essential functions" does not include the marginal functions of the position.

Reasonable accommodation: A reasonable modification or adjustment to a job, schedule, job application process, the work environment, or the way things usually are done that is necessary to and will enable a qualified individual with a disability or who is affected by pregnancy to perform the essential functions of his or her current or desired job or to participate in the job application process. In appropriate cases, reasonable accommodation may also include transfers to a vacant position or leave of absence. Whether a particular accommodation is reasonable is determined on a case by case basis in light of the individual's job duties and the nature of the limitations caused by the impairment.

Undue hardship: An action that requires "significant difficulty or expense" in relation to the size of the employer, the resources available, and the nature of the operation. The concept of undue hardship includes any action that is unduly costly, extensive,

substantial, disruptive, or would otherwise place an undue burden on the Art Institute. Accordingly, whether a particular accommodation will impose an undue hardship must always be determined on a case-by-case basis. Accommodations that impose an undue hardship are not required under the law and generally will not be made available.

Pregnancy: Pregnancy for purposes of this policy includes the condition of being pregnant, childbirth and medical conditions that commonly co-occur with pregnancy and childbirth.

Procedures

Requesting an Accommodation

When a faculty member or faculty applicant believes an accommodation for a disability or pregnancy is necessary, the faculty member or faculty applicant should make a request to S/AIC of the need for accommodation using the following procedure.

Current Faculty

- Requests for accommodation may be directed initially to either of the designated S/AIC Representatives: the Director of Employee Relations & Training or the Dean of Administration, Budget, and Planning (Dean AP/B). In the absence of the Dean AP/B, an initial request for accommodation may also be sent to the Associate Director for Faculty Affairs. The S/AIC Representative may ask the faculty member to complete an Accommodation Request Form and/or arrange for the faculty member's medical provider to complete and return an Accommodation Medical Certification Form. These forms can be found at the following links: [Accommodation Request Form](#) and [Accommodation Medical Certification Form](#). These forms should be returned to Employee Relations in Human Resources.
- Requests for accommodation should be emailed to the Director of Employee Relations and Training (amurril@artic.edu), the Managers of Employee Relations & Training, (tyoung6@artic.edu) or (ahooker@artic.edu), the Dean Administration, Planning and Budget (gtalbot@saic.edu), or the Associate Director for Faculty Affairs (mcranton@saic.edu), as applicable, or delivered in hard-copy form to their respective offices.

Faculty Applicants

- A faculty applicant may request that an accommodation be made available during the application process by submitting a request to the Assistant Director of Faculty Services. Please use the form and procedure for Current Faculty set forth above.

Assessing Accommodation Requests and Pregnancy Related Accommodations

- Upon receipt of a request for an accommodation, an Employee Relations staff member in the Human Resources Department will engage in an interactive process with the faculty member or faculty applicant in an effort to identify a reasonable accommodation. The interactive process allows S/AIC and the faculty member or faculty applicant to discuss options for accommodations in order for S/AIC to select and provide a reasonable accommodation.
- The S/AIC Representative may consult with Employee Relations or other offices within S/AIC to discuss the requirements of a faculty member's job duties and how different possible accommodations might or might not be effective in the workplace setting. In assessing an accommodation, S/AIC will consider the available range of potential accommodations that are reasonable under the circumstances and do not present an undue hardship. If there are multiple possible reasonable accommodations available, S/AIC may choose which will be implemented.
- Pregnancy related accommodations may include: More frequent or longer bathroom breaks; breaks for increased water intake; breaks for periodic rests; private non-bathroom space for expressing breast milk and breastfeeding; seating; assistance with manual labor; light duty; temporary transfer to a less strenuous or hazardous position; provision of an accessible worksite; acquisition or modification of equipment; job restructuring; part-time or modified work schedule; appropriate adjustment or modifications of examinations, training materials, or policies; reassignment to a vacant position; time off to recover from pregnancy; leave necessitated by pregnancy.

These examples may or may not be reasonable or appropriate in every case. S/AIC will work with faculty members and faculty applicants to find accommodations that are reasonable, effective and appropriate to the individual's particular circumstance.

- S/AIC will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations, or other appropriate information.

Approving or Denying Accommodation Requests

- The S/AIC Representative will work with Employee Relations to implement any accommodation(s) granted. The accommodation that is granted may not be the one requested by the faculty member or faculty applicant; however, it will be a reasonable accommodation designed to allow the faculty member to perform the essential functions of their position or the faculty applicant to participate in the application process.

- Periodically, Employee Relations will follow up with the S/AIC Representative and the faculty member to assess the ongoing effectiveness of and need for the accommodation.
- When a request is not approved, the S/AIC Representative will notify the faculty member that the request is denied and discuss with the faculty member alternatives that may be available. Depending on the circumstance, the available alternatives might include continuing employment without accommodation, further monitoring of the situation, an accommodation other than the one requested by the faculty member, leave of absence or other options.
- A pregnancy leave accommodation request must state that the faculty member intends to return to work and the anticipated return date. If the pregnancy leave is approved and extends beyond the time provided by S/AIC's Family/Medical/Life Event Leave policy, the faculty member's position will be held open unless it places an undue hardship on the department. If the position is filled the faculty member will be placed in an equivalent position with equivalent pay and benefits.
- If continued work is precluded by the nature of the restrictions resulting from the faculty member's condition and no suitable accommodation can be found, then faculty members may take leave under S/AIC's Family/Medical/Life Event Leave policy. If this leave has been exhausted or is unavailable, a personal leave may be taken. During any personal leave period the faculty member's position may not be held open, and depending on the needs of the department may be filled.
- With respect to pregnancy related personal leaves, S/AIC will make every effort to hold open and return the faculty member to their position or equivalent position with equivalent pay, benefits and services credits unless doing so would pose an undue hardship for the operation.
- Faculty members who are on a personal leave will be allowed to apply as an internal candidate to positions for which he or she is qualified to perform, either with or without reasonable accommodation in the desired job. If a faculty member is not successfully transferred into another position by the end of the leave, the faculty member's employment will be terminated.
- Information regarding S/AIC's Illinois Pregnancy Accommodation Act policy can be found at the link [here](#).

Information regarding S/AIC's general Family/Medical/Life Event Leave policy can be found at the link [here](#).

Confidentiality and Privacy Interests

- Documents and information provided by a current faculty member or prospective faculty member in support of a request for accommodation, as well as documentation generated in the course of an interactive process and documents reflecting the resolution of a request for accommodation, will be maintained as confidential separate from employee personnel files.
- Information regarding accommodation requests and interactive processes will be maintained by S/AIC as confidential and shared within S/AIC only on a need to know basis.

Questions related to workplace accommodations may be directed to the Director of Employee Relations and Training at (312) 629-3380; Managers of Employee Relations at (312) 629-3385 or 629-3378, respectively; or the Dean of Administration Planning and Budget at (312) 759-1693.