

RUBric Statement

No Roosevelt University student, employee, or member of the public attending a University-sponsored

“Interactive Process” means the informal confidential dialogue between the University and the employee to identify reasonable accommodations.

“Interim Accommodation” means a temporary or short-term measure put in place until a permanent accommodation is determined.

“Qualified Employee with a Disability” means an individual who meets the requirements for the position and who can, with or without reasonable accommodation, perform the essential functions of the job in question.

“Reasonable Accommodation” means modifications or adjustments to a job-related activity, an employment practice, or the work environment that makes it possible for a qualified employee with a disability to perform essential job functions and to enjoy equal employment opportunities. A few examples of reasonable accommodations include:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials or policies, adjusting work schedules, and providing qualified readers or interpreters.

“Undue Hardship” means an action that would be unduly burdensome, or that would fundamentally alter the nature and structure of the operation or unit where the employee is currently working.

1. Requesting a Reasonable Accommodation

An employee or applicant who wishes to request a reasonable accommodation (or another person wishing to request a reasonable accommodation on behalf of an employee) can make the request either in writing or orally in the following ways:

Email: HR@Roosevelt.edu

Call: (312) 341-4334

Make a verbal request to a supervisor or HR representative.

It is strongly recommended that requests for accommodations be made as soon as possible to avoid delays in providing reasonable accommodations. Upon receipt of a request for a reasonable accommodation, Human Resources will contact the employee or applicant in writing.

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responsibility to request this information from the health care provider. The employee also has the responsibility to ensure that the health care provider provides this information to the university.

The Genetic Information Nondiscrimination Act of 2008 (GINA) generally prohibits employers from requesting or requiring genetic information of an employee or family member of the employee.

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The University must make a reasonable accommodation for a qualified employee with a disability if it would not impose an “undue hardship” on the operation of the university’s business. The university is not required to lower quality or production standards to make an accommodation.