Supervisor’s Guide for Addressing Disability

“Discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, medical condition and covered veteran status is prohibited. (‘Disability’ and ‘medical condition’ as used herein are consistent with the definitions provided in the Americans with Disabilities Act and the Fair Employment and Housing Act.) Moreover, retaliation against individuals who have or are believed to have filed a discrimination complaint, opposed a discriminatory act or participated in a discrimination investigation or proceeding, is prohibited. With regard to qualified individuals with a disability or medical condition, California State University shall, upon request, provide reasonable accommodation so that they may perform the essential duties of their jobs, unless doing so would impose an undue hardship on the California State University. Reasonable accommodation is to be determined by CSU following its receipt of an individual’s request for accommodation and engagement in an interactive process with the individual to identify the nature and extent of the individual’s restrictions and the appropriate reasonable accommodation.”

—Executive Order 883, California State University Systemwide policy

Appropriate Actions

It is appropriate for individuals with a covered disability to request a job modification or a reasonable accommodation

Be professional and objective when processing a student, employee, volunteer, or guest’s request for a reasonable accommodation. When addressing a request for a reasonable accommodation, engage the individual in an “interactive process” to understand the nature of his/her request and document the conversation. In a timely manner, consult with Employee Relations or the Office of Equity & Diversity for guidance on next steps. Contact the Office of Equity & Diversity to request appropriate information regarding whether or not the medical condition is a covered disability under the American Disabilities Act. Equity & Diversity will also request the functional limitations and restrictions related to the employee’s medical condition. Report any complaints regarding harassment or discrimination on the basis of disability, or any other protected category to the Office of Equity & Diversity.

Preserve Confidentiality

The University’s confidentiality policy follows a need to know basis. Sharing confidential information with individuals within the workplace, who do not have a need to know, is not appropriate. A supervisor or appropriate administrator may be involved in addressing the individual’s reasonable accommodation and, therefore, will be included within the reporting line of confidentiality.

Understand Reasonable Accommodations

“When the disability and/or the need for accommodation are not obvious, the employer may ask the individual for reasonable documentation regarding his/her disability and the functional limitations. The employer is entitled to know the individual has covered disability under the American Disabilities Act for which s/he qualifies for a reasonable accommodation. Reasonable documentation means the employer may require only the documentation that is needed to establish that a person has a covered disability and that the disability necessitates a reasonable accommodation. If an individual has more than one disability, an employer can request information pertaining only to the disability that requires a reasonable accommodation. An employer may require that the documentation about the disability and the functional limitations come from an appropriate health care or rehabilitation professional. The appropriate professional in any particular situation will depend on the disability and the type of functional limitation that it imposes.” — Addressing Reasonable Accommodations, U.S. Equal Employment Opportunity Commission

Staff Employee Relations: Neil.iacano@csulb.edu (562) 985-7161

Academic Employee Relations: rick.vonKolen@csulb.edu (562) 985-5208

Disabled Student Services: Dss@csulb.edu (562) 985-5401

Discrimination and/or Harassment Concerns: Larisa.hamada@csulb.edu