

Manager's Role in the Disability Accommodation Process

Managers play a crucial role in the accommodation process for employees with ongoing or temporary disabilities. While not expected to be accommodation experts, managers are responsible for complying with University policies, maintaining an open mindset and guiding employees to resources. By doing so, managers contribute to an environment that values diversity and ensures equal opportunities for all.



KEY TERM TO UNDERSTAND:

Reasonable accommodation is a modification or adjustment made to a work environment, task or procedure that enables an employee with a temporary or ongoing disability to perform the essential functions of their job.

Changing “the way things are usually done” in the workplace allows employees with a reasonable accommodation to perform all the essential functions of the job and have an equal opportunity to be successful.

WHEN AN EMPLOYEE REQUESTS ACCOMMODATION OR DISCLOSES A DISABILITY, INITIATE THE PROCESS PROMPTLY:

- Keep an open mind and listen actively to the employee's requests and/or concerns.
- Direct the employee to DSO's Disability Accommodation web page: hr.uw.edu/dso/services/services-for-faculty-and-staff
- Find your assigned accommodation specialist that will help you navigate this process and ensure compliance with legal requirements

Employee type/location	Assigned accommodation specialist	How to contact
Faculty and non-represented academic personnel	Disability Services Office (DSO)	Email: dso@uw.edu Phone: 206-543-6450
Facilities staff	Your local employee relations managers	facilities.uw.edu/partner-resources/about/contacts
Medical Centers staff	Your assigned med center's leave & accommodation specialist	UW Medical Human Resources Leave Management at hr.uw.edu/contact-us Phone: 206-598-6116
All other staff, ASEs and student employees	Your dept's assigned leave and accommodation specialist	hr.uw.edu/contact-us/leave-specialists/



Find additional resources, including on-demand training, at: hr.uw.edu/dso/services/managersrole