

Updated Process for Americans with Disabilities Act (ADA)

What is ADA? The Americans with Disabilities Act and subsequent amendments are civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. It also addresses access issues and removing barriers to allow employees to perform the essential functions of their job.

University of the Pacific has updated our process and forms for ADA with Reasonable Accommodations. Reasonable Accommodation means modifications or adjustments to a job application process that enable a qualified applicant with a disability to compete for a desired position; or modifications or adjustments to the work environment or to the manner or circumstances under which the position held or desired is customarily performed that enables a qualified individual with a disability to perform essential functions of the position. Human Resources on all three campuses manage reasonable accommodation requests from employees.

Supervisors – If you notice any changes in behavior or performance that could be tied to a medical condition, please contact Human Resources. In turn, if your employee asks to modify his or her position, responsibilities, duties, work schedule or any other employment-related request because of a medical condition, please contact Human Resources before agreeing to anything. Do not automatically deny the request.

The process involves forms, medical certification from the employee's physician and a thorough interactive process for determining if Pacific can reasonably accommodate the employee's request. It remains paramount that any discussion with the supervisor regarding the request will remove anything regarding the actual medical disability to ensure the privacy of the employee.

Forms for requesting reasonable accommodations in employment and for obtaining the necessary medical certification of disability are available on the Human Resources website under Employee Resources/ADA Reasonable Accommodation or upon request from Human Resources at 3601 Pacific Avenue Stockton, CA 95211 or by calling (209) 946-2124. Human Resources have staff available to help provide assistance to complete required forms.