

ACCOMMODATIONS & WORKPLACE FLEXIBILITIES

Employee guidance

Employees may feel uncertain about returning to work on-site because of COVID-19 related issues. The safety and well-being of everyone in the UW–Madison community—including employees—continues to be a top priority as the university brings more people back to campus.

This information provides an overview of what to do if you have concerns due to the following situations:

- **Age**
- **Underlying medical condition/disability**
- **Pregnancy or breastfeeding**
- **Caring for a child** – your child’s school is closed for in-person instruction or your child’s daycare provider is unavailable
- **Caring for a family member** – you have a family member who is in a high-risk population, as defined by the Centers for Disease Control and Prevention (CDC)
- **Feeling unsafe in the workplace**

What to do:

My concern is related to MY own underlying medical condition:	I have another concern:
Contact your Divisional Disability Representative (DDR).	Contact your local Human Resources (HR) contact.
To find your DDR, visit employeeabilities.wisc.edu/divisional-disability-representatives-ddr .	To find your local HR contact, visit hr.wisc.edu/contact .

What happens:

Every employee concern will be individually evaluated based on duties, the work environment and work needs.

If your concern is about your medical condition or disability:

- Contact your DDR. If you have not done this, you will be asked by your divisional HR or supervisor to contact the DDR with your concern.
- The DDR will work with you to identify your primary concerns.
- Some requests may have simple solutions that can be resolved quickly.
- Other requests may need more examination. Your DDR will work with you to learn about your needs, job duties, work environment, workplace needs, safety concerns, and possible modifications, alternatives or solutions.

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- The DDR will let you know what medical documentation is needed.
- Your request may be considered a disability accommodation under the Americans with Disabilities Act (ADA).
- You may qualify for a reasonable accommodation. This is any change or modification to the hiring process, a job, the work environment, or the way things are usually done. It enables a qualified individual with a disability to apply for a job, perform the duties of a job, and enjoy benefits and privileges of employment equal to those without disabilities, without causing significant difficulty or disruption in the workplace or posing a health or safety threat. For more information visit employee.disabilities.wisc.edu.

If your concern is due to feeling unsafe in the workplace or for another reason:

- Let your supervisor or local HR contact know about your concern if it is not medically related.
- Your HR contact will work with you to identify your primary concerns. Some requests may have simple solutions that can resolve quickly. Others may need more examination.
- Your supervisor and your HR contact will work with you to learn about your needs, job duties, the work environment, workplace needs, safety concerns, modification, alternatives or solutions.
- Your HR contact may consult with experts such as the Office of Human Resources-Workforce Relations (OHR-WR) to determine how to best help you.
- You may qualify for a workplace flexibility. These modifications made for non-medical reasons are not subject to the provisions of the ADA.

Specialized support for medical or disability concerns

Divisional Disability Representative (DDR)

- DDRs are trained and experienced HR professionals who have specialized training in medical or disability related issues.
- DDRs are designated by their deans or directors to manage accommodation and medical leave requests from employees and to assist managers, supervisors, and employees in their divisions in responding to disability matters in a way that complies with, for example, the Americans with Disabilities Act (ADA).
- Only DDRs are authorized to request, receive and maintain confidential medical information and records on behalf of units in their divisions.

Reasonable accommodations and workplace flexibilities: all requests

Requests need to be balanced with workplace needs. Some examples of modifications may include:

- Telecommuting – Allow employee to work remotely
- Health and safety measures – Move workspaces, increase distance, create a barrier, adjust time of day when activities are performed, modify work schedules, use gloves or gowns
- Reassigning duties – Reassign to different work duties
- Use leave - Vacation leave, Family and Medical Leave Act (FMLA), emergency leave. For more information, visit hr.wisc.edu/covid19/emergency-leave.

For more information contact smartrestartHR@ohr.wisc.edu

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