ADA Information for Managers and Supervisors

Under the Fair Employment and Housing Act and the Americans with Disabilities Act, a manager/supervisor of an employee with a qualified disability has the following legal responsibilities:

1. Engaging in the interactive process in a timely manner, which includes:
   - Referring an employee to the ARC (SSC 170, x5959) or the Employee Leaves and Workers’ Compensation Unit (KNDL 220, x4670) when an employee approaches you regarding a disability/medical condition, requests an employment accommodation, and/or you become aware through a third party or by observation that the employee has an impairment that is interfering with his or her ability to perform the job;
   - Refraining from requesting and accepting medical documentation from an employee who has a disability/medical condition and/or requests an employment accommodation;
   - Consulting with the ARC regarding any undue hardship, business necessities, and the effectiveness of proposed accommodations in enabling the employee to perform the essential job functions; and
   - Overseeing the implementation and maintenance of the accommodations approved by the ADA Coordinator, if any.

2. Maintaining information relating to the employee’s accommodations and/or status as an employee with a disability strictly confidential.

The collaboration of the employee’s manager/supervisor in the interactive process is critical to the ARC and the Employee Leaves and Workers Compensation Unit.

Note: It is the responsibility of the employee to request employment accommodations through the ARC, or through the employee’s supervisor. Manager/supervisors, however, are also responsible for invoking the interactive process, as stated by the Equal Employment Opportunity commission (EEOC): While the employee is generally responsible for requesting accommodations, an employer should ask whether one is needed without being asked if it “(1) knows that the employee has a disability, (2) knows, or has reason to know, that the employee is experiencing workplace problems because of the disability, and (3) knows, or has reason to know, that the disability prevents the employee from requesting a reasonable accommodation.” If the employee states that the employee does not need an accommodation, the employer has fulfilled its duty to participate in the interactive process. – Thompson’s ADA Compliance Guide, July 2008

For more information, please contact the ADA Coordinator at the Accessibility Resource Center located in Student Services Center 170 or by calling x5959 and/or also refer to the ADA Handbook; http://www.csuchico.edu/arc/documents/ada-handbook-for-employees-june-2015-revise.pdf