



MANAGER MINUTE

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REASONABLE ACCOMMODATIONS

ISSUE 11

ACCOMMODATION PROCESS ENHANCEMENTS



Revamped accommodation websites put all of the information individuals need in one place!

Webpage: <https://go.uth.edu/equalopportunity>

Individuals can access accommodation request forms, process details, policies, and contact information.

Employee Accommodations

Student & Trainee Accommodations

New request forms available online!

Individuals can easily request new accommodations, request modifications to their existing accommodations, or submit extensions through an online request form within minutes.

- The new request forms are also mobile-friendly, allowing individuals to complete them on their mobile devices.
- Individuals also have the ability to upload supporting documentation when submitting the request form.

New accommodation letters!

- To maintain confidentiality, individuals will be asked to sign in using their single sign-on to retrieve accommodation letters.
- Supervisors will be notified and given a copy of the approved accommodation when an agreement letter is issued to their employee.

REASONABLE ACCOMMODATIONS

Disability and Pregnancy Accommodation

Reasonable accommodation may be provided to (i) an individual with a disability or (ii) an employee or applicant affected by pregnancy, childbirth, or related medical conditions to enable the individual to perform the essential functions of their position and/or participate in University academic programs, services, and activities.

For more information, visit [HOOP Policy 101, Disability Accommodation](#) and [HOOP Policy 232, Pregnant & Parenting Student Nondiscrimination](#).

Religious Accommodation

Religious accommodation may be provided to covered individuals whose sincerely held religious beliefs conflict with a University policy, procedure, or other academic or employment requirement.

For more information, visit [HOOP Policy 112, Religious Accommodation](#)

REQUEST FOR ACCOMMODATION

My employee has requested accommodation. What should I do next?

If an employee has disclosed a need for workplace accommodation, the supervisor should, in writing:

- Direct the employee to the accommodation request form found on the Employee Accommodations webpage; and
- Communicate the request to UREO at call@uth.tmc.edu after receiving the request.

For additional questions, contact UREO at 713-500-CALL or call@uth.tmc.edu.