

**Policy Number**
150-26

**Reviewed Date**
February 1, 1997

**Responsible Office**
- Office of the Senior Vice Chancellor, Finance and Administration

**Purpose**
This policy was established to ensure nondiscrimination in the selection, employment, and advancement practices of applicants and employees with disabilities in compliance with federal and state regulations.

**Definitions**

**Americans with Disabilities Act (ADA)**
A federal law mandating reasonable accommodation of employees with disabilities.

**Disability**
A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

**Medical Separation**
Policy/collective bargaining agreement provisions which allow an employee with a disability to be separated from service if and only if accommodation is found to be unfeasible after review by Employee Rehabilitation Services.

**Qualified Individual with a Disability**
An applicant or employee with a disability who, with or without accommodation, is able to perform the essential job functions.
Reasonable Accommodation

Change made in the facilities, equipment, schedule, job structure, or duties which enable an employee with a disability to perform the essential job functions and does not cause an undue hardship.

Special Selection

Employees with disabilities who are unable to return to their usual jobs may apply for alternative positions without the requirement that the position be publicized.

Undue Hardship

A significant difficulty or expense which would be incurred in providing an accommodation.

Policy

A. All applicants and employees of UCSF with disabilities are afforded reasonable accommodation assistance.

B. Employee Rehabilitation Services provides career status employees with disabilities counseling, accommodation, and placement services in accordance with UC policy and collective bargaining agreements.

C. Departments are asked to refer employees with disabilities to Employee Rehabilitation Services at the earliest feasible date after a disability is identified.

Responsibilities

Contact Office of Origin (see above) with any questions.

Related Policies

- 150-12 - Affirmative Action/Nondiscrimination in Employment [3]
- 150-26 - Employee Disability/Rehabilitation [4]

References

- UCSF Campus Code of Conduct [5]
- Americans with Disabilities Act
- California Fair Employment and Housing Act
- Personnel Policies for UC Staff Members [6], Office of the President: Recruitment (Section 20) [7], Section 20.B.3; Leave of Absence (Section 43) [8], Section 43.C, "Family and Medical Leave"; Leave of Absence (Section 43) [8], Section 43.B, "Pregnancy Disability Leave"; Medical Separation (Section 66) [9], Section 66.D, "Special
Reappointment Procedures"; *Reasonable Accommodation* [10], Section 81

- Rehabilitation Act of 1973
- *UCSF Chancellor's Steering Committee on Diversity Website* [11]

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