
PREFACE

During these unusual and challenging times through the COVID-19 pandemic, maximum flexibility for employees should be facilitated and utilized by supervisors to support full-time employment.

Temporary, short-span arrangements to support employees may not require formal accommodations. However, accommodations or adjustments that are arranged to occur throughout the pandemic or long-term require the process described in this document (Accommodations Request Form).

OVERVIEW

Those who are at an increased risk of experiencing illness due to contracting COVID-19 can request an accommodation. The Centers for Disease Control (CDC) published its [People Who Are at Increased Risk for Severe Illness](#), and work accommodations may be established as an Americans with Disabilities Act (ADA) request **or** for non-ADA requests addressing those who live with someone at an increased risk. Requests may also be made by those who have a household member who is a frontline healthcare worker, those with issues surrounding school closings or a lack of access to childcare, those with other caregiving responsibilities and those with anxiety or fear about returning to work. Review [Clemson COVID-19 accommodations](#) for a full list of examples.

- Note any provided accommodations are temporary and shall not exceed the duration of the pandemic without additional approvals.
- Accommodations can be reviewed or modified at any time based on University business needs.
- A person who receives an accommodation during this period is still required to complete all duties as assigned unless specific accommodations to assigned duties has been approved.

TO WHOM DOES THIS REVIEW PROCESS APPLY?

This review policy applies to all Clemson University faculty and staff.

The term 'instructor' in this document refers to instructional employees including all faculty regardless of rank, and teaching assistants (GTR, GTA, GLA, GRA) directly involved in traditional face-to-face course delivery and course activities.

The term 'supervisor' refers to the department chair, academic leader or relevant supervisor.

TIMELINE

It is recommended employees complete the [Request for Accommodation including Telecommuting During COVID-19 Form](#) by July 23, 2020, to allow time for processing and related approvals prior to the beginning of the Fall 2020 semester.

Special Note: Requests for ADA (Access and Equity) and non-ADA (Office of Human Resources) accommodations can be submitted at any time.

WHEN IS THIS REVIEW PROCESS APPLICABLE?

For instructors, a request for accommodation following the steps below is **only required** if a request to teach or to provide instructional support without in-person activities is denied by your chair or supervisor. If an agreement to teach online only can be approved/agreed upon by the chair or supervisor, it is not necessary to submit a formal request by completing the form below (Step II).

All instructors who have requests for accommodations not related to teaching mode (i.e. online instruction), should submit a request via the [Special Request for Reasonable Accommodation during COVID-19 form](#).

STEPS FOR REQUESTING ACCOMMODATIONS

The process for requesting formal accommodations during the COVID-19 pandemic is outlined below. For individuals needing non-ADA accommodations, supervisors and employees are encouraged to use existing policies such as the remote work agreement under the [telecommuting policy](#) or the [workweek policy](#). Any request other than a remote work agreement should follow the steps in this document.

Special Note: If employees have already submitted a formal request, your request is being reviewed.

Step I: Discuss your request with your supervisor (ADA and Non-ADA related requests).

Schedule a conversation with your supervisor to discuss your request and alert your supervisor you will be completing a [Special Request for Reasonable Accommodation during COVID-19 form](#).

- Employees should take care not to disclose private medical information.
- Supervisors should not request medical information.

Step II: Complete the [Special Request for Reasonable Accommodation during COVID-19 form](#).

Once completed by the employee, this form is forwarded to the Office of Access and Equity for review. Access and Equity will assist in processing ADA-related requests along with requests based on pregnancy, and forward non-ADA-related requests to the Office of Human Resources.

Both Access and Equity and Human Resources will work with employees and supervisors on requests and provide options that maintain regular work schedules through telecommuting or flexible schedules while also accomplishing the essential duties of the job.

Requestors will receive email acknowledgement of receipt of their request form within three calendar days and should expect communication from an HR or Access and Equity representative.

Medical documentation may be required for ADA and non-ADA requests.

Step III: Propose an accommodation plan for review.

Supervisors are encouraged to work with each requestor to address their needs.

The employee and supervisor should review the accommodation requested, essential duties and job functions and offer suggestions for possible options to meet both business needs and employee requests as possible. Supervisors may share accommodations plans with leadership as required by each college or division, while maintaining confidentiality. ADA requests will be documented via the COVID-19 ADA Accommodation Approval Letter (available from Access and Equity) which outlines the requested and approved accommodation. This letter will be completed by the supervisor, signed by the employee and supervisor, and emailed back to the Office of Access and Equity.

If requests covered under the ADA cannot be approved based on an undue hardship, the supervisor should contact the Office of Access and Equity to discuss and find an alternative accommodation.

For individuals needing non-ADA accommodations, supervisors and employees are encouraged to use existing policies such as the remote work agreement under the [telecommuting policy](#) or the [workweek policy](#). Please contact HR should you have trouble with these links.

Step IV: Review of requests.

Access and Equity and the Office of Human Resources facilitate this process. Discussions related to ADA requests and pregnancy will include the ADA coordinator and should take precedence or priority over other types of requests including non-ADA requests.

Step V: Next steps.

1. In the event you need an accommodation to be revisited after consultation with Access and Equity (ADA) or the Office of Human Resources (non-ADA):

Faculty	Staff
Follow the steps for conflict resolution in the Faculty Manual (Chapter VII Dispute Resolution).	<p>ADA-related appeals: Submit an appeal in writing to Lee Gill, lagill@clemson.edu, chief inclusion and equity officer.</p> <p>Non-ADA related appeals: Submit an appeal in writing to Ale Kennedy, alekenn@clemson.edu, associate chief human resources officer.</p>

2. In the event you have questions related to faculty goal setting (as used in annual reviews and TPR) that are unclear within your college, contact Amy Lawton-Rauh, APFA@clemson.edu, associate provost for faculty affairs.