

## Disability Management Systems

402 Oregon Street, Suite 102, Box 90142, Durham, NC 27708, Telephone: (919) 684-8247, Fax: (919) 668-3977, TTY: (919) 668-1329  
<http://www.access.duke.edu>

The Disability Management System (DMS) is the office on campus charged with the responsibility of working with qualified employees with disabilities in exploring possible coverage and associated necessary and appropriate accommodations for purposes of Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. We have a process in place for employees who request to be considered for necessary and appropriate accommodations.

1. Submit a Reasonable Request form (which you can fill out online at [www.access.duke.edu](http://www.access.duke.edu) or fill out a hard copy, scan and email to [dukedms@duke.edu](mailto:dukedms@duke.edu), fax to (919) 668-3977, mail to 402 Oregon Street, Suite 102, Durham, NC 27708, or drop by our office). Our office hours are 9:00am to 4:00pm.
2. You (the employee) should expect to hear from EOHW within a week of corresponding with DMS. If you (the employee) have not heard back from EOHW after one week, please contact EOHW at 919-681-0518.
3. After reviewing your documentation and meeting with you, EOHW will make the determination if your impairment rises to the level of a disability and recommend accommodations. Our department (DMS) will receive a copy of the report from EOHW.
4. If your impairment rises to the level of a disability, we then will request from your supervisor an Essential Job Function Analysis form. All we state to the supervisor is that you are seeking reasonable accommodations and they must fill out the form to explain your essential job function.
5. Schedule an appointment to come in and meet with DMS staff to discuss your requested accommodations, if you so choose.
6. If necessary, DMS also contacts the Job Accommodation Network (JAN) to see if they have any other suggestions that may help to accommodate.
7. Once we have received the Essential Job Function Analysis form and the suggestions from JAN, the DMS office will send a letter to your supervisor (we do not disclose your disability) and ask if the listed recommended accommodations from EOHW would be able to be implemented by your work unit.
8. If your department is able to implement your requested accommodations, you will be notified by a member of the DMS team via letter that your requested accommodations will be implemented.
  - Contact your Supervisor to schedule a meeting to discuss how the accommodations will be implemented. If your department states no, they must give a detailed description of the business necessity to DMS that prevents them from implementing the accommodations. You will be notified by a member of the DMS team via letter that we were unable to identify any reasonable accommodations that would enable you to perform the essential components of your position.
  - Contact your Supervisor and Human Resource Representative to schedule a meeting to discuss your work status and/or leave options.
9. If your requested accommodation is not able to be implemented due to business necessity, Duke will work to reassign you to a vacant position that is equivalent in terms of pay, status, or other relevant factors (e.g., benefits, geographical location) if you are qualified for the position. If there is no vacant equivalent position, Duke will reassign you to a vacant lower level position for which you are qualified.

Please note: if your requested accommodation is temporary (less than 6 months) possible accommodations may include, but are not limited to, the following: temporary reassignment to alternate work or another position in your department, FMLA, extension of job protection as an accommodation, a Personal Leave of Absence or short term disability.

**Your signature acknowledges that you have read and understand this document.**

Employee Signature and Date	Staff Signature and Date