



## **ROLES IN DISABILITY EMPLOYMENT MATTERS**

### **Divisional Disability Representative (DDR)**

- Appointed by Dean or Director
- Responsible for compliance for all work units within School, College or Division
- Facilitates reasonable accommodation and leave requests
- Assists managers, supervisors and employees with disability matters
- Informs employee/supervisor of policies and procedures and decisions about requests
- Participates in ongoing education on disability matters
- Maintains confidentiality and divisional confidential medical records files
- Demonstrates a good faith effort

### **Manager/Supervisor**

- Consults with DDR when there is a disability or leave request
- Often first-line of response
- Follows policies and procedures
- Maintains confidentiality
- Tracks leave (in some units) and works with DDR with employee's return to work
- Manages operations with fewer workers
- Does not include FMLA/WFMLA absences when enforcing attendance policy
- Demonstrates a good faith effort

### **Employee**

- Informs employer of need for accommodation or leave
- Provides medical verification to DDR when required
- Follows policies and procedures
- Demonstrates a good faith effort

### **Disability Coordinator/Employment**

- Ensures campus wide compliance with ADA employment requirements
- Manages DDR Program (Orientation for new DDRs, On-going education for DDRs, DDR technical assistance information)
- Assists DDRs, managers/supervisors and employees on case-by-case basis
- Provides campus-wide disability training
- Monitors accommodation decisions
- Serves on campus disability-related committees
- Demonstrates a good faith effort