

The University of Wisconsin–Madison is committed to providing students, faculty, staff, and visitors with access to its programs, services, and facilities. This includes providing reasonable accommodations that ensure qualified applicants and employees with disabilities have equal employment opportunities. If you are experiencing difficulty in the hiring process, while performing duties of your job, or accessing an employment benefit, you can consider requesting an accommodation.

The UW–Madison Employee Disability Resources (EDR) Office serves as the campuswide hub for information on the disability accommodation process for employees and applicants. We recognize that all UW–Madison applicants and employees with disabilities have a right to ask for a reasonable accommodation, and we advocate for a process to identify if one can be made. We offer essential information, consultation, education, and referral services to employees and applicants, Divisional Disability Representatives (DDRs), and supervisors and managers to help minimize barriers in the workplace.

We're guided by our belief that disability is an important aspect of diversity, and we support full inclusion of individuals with disabilities in all aspects of employment and participation at UW–Madison.

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**EDR** Employee Disability Resources Office  
(centralized information source for accommodations)

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**DDR** Divisional Disability Representatives  
(official point of contact for accommodation requests)

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**ADA** Americans with Disabilities Act

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## Our Mission

To advance equal employment opportunities for individuals with disabilities through leadership, guidance, and education in order to foster a respectful and inclusive campus.

## Our Values

Integrity • Connection • Confidentiality  
Education • Compliance • Excellence

## Our Partners

The EDR Office partners with the Divisional Disability Representatives (DDRs) from across campus. DDrs serve as your lead point of contact for all accommodation requests and have the official decision-making authority. DDrs are located in the HR offices in each school, college, division, and administrative unit. Although the EDR Office oversees the DDR program and helps to guide the accommodation process, formal accommodation requests must be directed to your assigned DDR.

Like the EDR Office, DDrs are also available for confidential discussions and can share information about the accommodation process. Employees can come to the EDR Office if they want to consult with someone outside of their unit prior to making a request, or if they have questions or concerns about the accommodation process.

## Our Services

**Information and resources:** With broad knowledge of campus services, requirements of disability employment laws, and available accommodations, we provide centralized information about workplace disability accommodations to interested applicants, employees, DDrs, supervisors, and managers.

**Consultation:** To enhance the effectiveness and implementation of workplace accommodations, we confidentially consult with employees, DDrs, and specialists on campus (e.g., disability benefit services specialists, workers' compensation examiners, ergonomists, etc.). We track accommodation requests and make recommendations for process improvement.

**Training:** We provide comprehensive training to DDrs, supervisors, managers, and others interested in workplace accommodations and medical-leave protocol (as it relates to the ADA). Throughout our work we educate on access, inclusion, and disability awareness.

**Referrals:** Many disability services (e.g., workers' compensation, disability insurance, retirement, family or medical leave) are administered by different campus offices and secured through different processes. We can help employees navigate these decentralized requests and refer them to the appropriate offices/representatives and to individualized services (e.g., ergonomic evaluations, assistive technology assessments).

**Compliance:** We advise campus on the ADA employment provisions and lead policy development to support full compliance. We respond to new legal developments to ensure ongoing compliance with federal and state disability-related laws as well as university policies.



## To make an accommodation request:

Complete the Accommodation Request Form and obtain medical documentation from your treating specialist, and give both to your DDR. Identify your DDR at **[employeeedisabilities.wisc.edu/divisional-disability-representatives-ddr/](https://employeeedisabilities.wisc.edu/divisional-disability-representatives-ddr/)** and scroll to your unit, or contact the EDR Office.

### REASONABLE ACCOMMODATION

Reasonable accommodation is any change or modification to the hiring process, a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to apply for a job, perform the duties of a job, and enjoy benefits and privileges of employment equal to those without disabilities, without causing significant difficulty or disruption in the workplace or posing a health or safety threat.

Accommodations are provided on an individualized, case-by-case basis and considered in collaboration with the requesting employee, the DDR, supervisor, and the EDR Office as needed.

Employees and applicants are not required to disclose the medical need for an accommodation to their immediate supervisor or hiring manager and medical information is kept separate from the personnel file.

Photo by University Communications

The University of Wisconsin–Madison is an equal opportunity and affirmative action educator and employer.

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For more information about the disability accommodation process for employees, please find the **Disability Accommodation Policy** and the **Accommodation Request Form** at: **[employeeedisabilities.wisc.edu](https://employeeedisabilities.wisc.edu)**

### CONTACT US

Have a question?

Need a confidential consultation?

We're here to help you.

**608-263-2407**  
**186 Bascom Hall, 500 Lincoln Drive**  
**Madison, WI 53706**  
**[employeeedisabilities@cdo.wisc.edu](mailto:employeeedisabilities@cdo.wisc.edu)**

# EMPLOYEE DISABILITY RESOURCES OFFICE



*Your centralized information source  
for workplace accommodations  
at UW–Madison.*



Employee Disability  
Resources Office

UNIVERSITY OF WISCONSIN–MADISON

Division of Diversity, Equity, & Educational Achievement (DDEEA)