

Employees with documented disabilities: **medical, psychiatric, mobility, visual and/or hearing** impairments that substantially limit one or more major life activities, including but not limited to walking, talking, learning, hearing, or seeing.

Employees with temporary conditions as a result of **injury** or **short-term medical conditions**, including but not limited to concussions, short term impairments following surgery or medical treatments, broken limbs, **COVID 19 related conditions**, etc.
(See [USM Guidelines re Older Employees at Higher Risk from COVID 19](#))

Employees who are 65 and older who **do not have a health condition** or have a **health condition that does not qualify under ADA** who may seek a temporary job modification
(See [USM Guidelines re Older Employees at Higher Risk from COVID 19](#))

Long Term Accommodations

See [ADA and Section 504 Policy](#)

Temporary accommodations

See [ADA and Section 504 Procedures for Employees](#)

Self-identification

Contact ADA Coordinator within the OIE
via **phone 410-651-6135**
via **email ADA@umes.edu**
via **fax 410-651-6545** or **in person**.

Temporary accommodations
Not Covered under ADA

Self-identification

Contact the Office Human Resources Management
Gertrude Hairston
via **phone 410-651-6404**
via **fax 410-651-6500** or **in person**.

Submission of Disability Documentation

Submit **all available disability supporting documentation** as early as possible.

(See [Employee Documentation Guidelines for Specific Disabilities](#))

In **all cases**, the ADA Coordinator will provide employees with an **opportunity to engage** in the interactive dialogue process.

**Intake Session &
Interactive Dialogue Meeting**

1. Schedule a **meeting (intake)** to discuss accommodations in an **interactive dialogue process**.
2. Complete [Request for Accommodations Form](#).
3. ADA Coordinator makes a determination to **establish eligibility**.

Not
Eligible/Accommodation(s)
Not Granted

Eligible/Accommodation(s)
Granted

ADA Coordinator will **notify** employee in writing of the basis of eligibility decision.
Employee can **appeal** decision (See [Employee Accommodation Appeal Form](#)) with the corresponding Vice President of the respective area and/or Provost for final determination within ten (10) days of being notified.

The ADA Coordinator will notify the direct supervisor and the corresponding Vice President of the respective area and/or Provost.
No privileged/confidential information will be shared in the notification.

Questions and Contact Information:
Jason A. Casares
Office of Institutional Equity and Compliance
Email: jacasares@umes.edu
Email: ADA@umes.edu
Phone: 410-651-6135