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.

See ADA and Section 504 Policy

Long Term Accommodations

See ADA and Section 504 Procedures for Employees

Temporary accommodations

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)

Self-identification
Contact ADA Coordinator within the OIE via phone 410-651-6135 via email ADA@umes.edu via fax 410-651-6645 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.

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)

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.

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