

## **POLICY MEMORANDUM**

### **UGA FACULTY, STAFF, AND JOB APPLICANTS WITH DISABILITIES**

The University of Georgia ("UGA") is subject to provisions of the Rehabilitation Act of 1973 that require UGA to apply affirmative action guidelines to the employment and advancement of otherwise qualified persons who are disabled within the meaning of applicable laws. UGA is also a covered entity under the Americans with Disabilities Act ("ADA"), which prohibits discrimination in employment, programs, services, and activities against an otherwise qualified individual with a disability on the basis of that disability.

Any person addressed in this memorandum who wishes to be considered under UGA's program of affirmative action may so notify UGA Human Resources Division (if a faculty member or applicant or a classified or administrative employee or applicant). Submission of this information is voluntary and refusal to provide it will not subject the individual to any adverse action.

Information obtained concerning covered individuals shall be kept confidential, except that (1) supervisor and managers may be informed regarding restrictions on the work or duties of a disabled person and regarding necessary reasonable accommodations; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (3) government officials investigating compliance with federal law shall be informed. No use shall be made of such information that is inconsistent with applicable laws.

If an applicant informs anyone involved in the search/hiring process that they may need an ADA accommodation in order to participate in the interview/hiring process, please give that applicant the contact information for [UGA Human Resources Faculty and Staff Relations](#) at 706-542-9756. Additionally, if an applicant informs you or anyone else involved in the search/hiring process that they may need an ADA accommodation upon being hired; please direct them to the UGA Human Resources Faculty and Staff Relations.

Complaints involving this policy should be addressed in accordance with the provisions of [UGA's Non-Discrimination and Anti-Harassment Policy](#). Inquiries regarding this policy should be directed to the office of the undersigned at the address and telephone number below.

E. Janyce Dawkins  
ADA/504 Compliance Officer/UGA Disabilities Coordinator

119 Holmes-Hunter Academic Building  
Athens, Georgia 30602-1622  
Telephone (706) 542-7912  
Fax (706) 542-2822  
[ugaeoo@uga.edu](mailto:ugaeoo@uga.edu)  
[www.eoo.uga.edu](http://www.eoo.uga.edu)