

## Resources for Resolving Disability Issues in Employment

<u>Concern</u>	<u>Who</u>
<p><b>Undisclosed health/disability issue may be impacting job performance</b></p>	<ol style="list-style-type: none"> <li>1. <b>Local HR Rep:</b> <a href="http://www.hr.cornell.edu/about/hr_leaders.html">http://www.hr.cornell.edu/about/hr_leaders.html</a></li> <li>2. <b>Medical Leaves (MLA):</b> 255-1177</li> <li>3. <b>Faculty Staff Assistance Program (FSAP):</b> 255-COPE (CONFIDENTIAL RESOURCE)</li> </ol> <p>Contact the local human resource (HR) representative or MLA to raise the concern and to initiate requests for any desired disability-related workplace accommodation. See policy <a href="http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/disabilityaccomm.cfm">http://www.dfa.cornell.edu/dfa/treasurer/policyoffice/policies/volumes/humanresources/disabilityaccomm.cfm</a></p> <p>Contact FSAP for confidential counseling to faculty and staff who need assistance in resolving concerns, including work-related concerns.</p>
<p><b>Discrimination/harassment based on disability</b></p>	<ol style="list-style-type: none"> <li>1. <b>Immediate Supervisor</b> (unless subject of concern)</li> <li>2. <b>Local HR:</b> <a href="http://www.hr.cornell.edu/about/hr_leaders.html">http://www.hr.cornell.edu/about/hr_leaders.html</a></li> <li>3. <b>Discrimination and Harassment Advisor:</b> <a href="http://hr.cornell.edu/diversity/reporting/harassment_advisors.html">http://hr.cornell.edu/diversity/reporting/harassment_advisors.html</a></li> <li>4. <b>Faculty Staff Assistance Program (FSAP):</b> 255-COPE (CONFIDENTIAL RESOURCE)</li> <li>5. <b>Ombudsman:</b> 255-4321 or <a href="mailto:ombudsman@cornell.edu">ombudsman@cornell.edu</a> (CONFIDENTIAL RESOURCE)</li> <li>6. <b>Workforce Policy and Labor Relations:</b> (WPLR) 254-7232 or <a href="mailto:equalopportunity@cornell.edu">equalopportunity@cornell.edu</a></li> </ol> <p>If comfortable, raise any concerns of discrimination or harassment with the supervisor or local HR representative to resolve the issue within the worksite.</p> <p>Consult any Discrimination and Harassment Advisor for referral to resources and/or support for resolution</p> <p>If confidentiality is desired, raise the concern with the Faculty Staff Assistance Program (FSAP) – students may see a CAPS counselor -- and/or the Ombudsman to explore options. Formal complaints of harassment or discrimination based on disability are received and investigated by WPLR under University Policy 6.4.</p>
<p><b>Disagreement over determination made/accommodation offered</b></p>	<ol style="list-style-type: none"> <li>1. <b>Workforce Policy and Labor Relations:</b> 254-7232 or <a href="mailto:equalopportunity@cornell.edu">equalopportunity@cornell.edu</a></li> <li>2. <b>Ombudsman:</b> 255-4321 (CONFIDENTIAL RESOURCE)</li> </ol> <p>WPLR will review the determination and work to resolve any disagreement with the determination or proposed accommodation made by MLA. The Ombudsman will, in a confidential setting, hear the concern and review resources for resolving the disagreement (including working with WPLR).</p>

<b><u>Concern</u></b>	<b><u>Who</u></b>
<b>Concern about building accessibility (faculty/staff)</b>	<p style="text-align: center;"><b>ADA Coordinator for Facilities</b></p> <p>Contact the ADA coordinator for facilities at <a href="mailto:accessibility@cornell.edu">accessibility@cornell.edu</a> to resolve a concern about building accessibility.</p>
<b>Concern about building accessibility(student)</b>	<p style="text-align: center;"><b>Student Disability Services (SDS)</b></p> <p>Students with concerns about building/facility accessibility should contact Student Disability Services at <a href="mailto:sds_cu@cornell.edu">sds_cu@cornell.edu</a> (do not use this e-mail address to submit disability documentation) SDS also has a grievance procedure for students to use to resolve complaints about accommodation issues that include academic modifications, housing, transportation, the administration of policies or procedures that may affect a student with a disability. The link to the grievance procedure is: <a href="http://sds.cornell.edu/Policies_Procedures/ProcGrievance.html">http://sds.cornell.edu/Policies_Procedures/ProcGrievance.html</a></p>
<b>Concern about accessible parking/transportation</b>	<p style="text-align: center;"><b>Transportation and Mail Services</b></p> <p style="text-align: center;"><a href="http://www.transportation.cornell.edu/tms/parking/campusparking/faculty/disabilities.cfm">http://www.transportation.cornell.edu/tms/parking/campusparking/faculty/disabilities.cfm</a></p> <p>Commuter and Parking Services (C&amp;PS) works to accommodate the transportation needs of individuals with disabilities or temporary mobility challenges by providing them with accessible transit or parking options. For disagreements over the accommodation offered, submit a written statement explaining why the accommodation is not sufficient to the Customer Service Center Supervisor at C&amp;PS. A representative from C&amp;PS will then contact you with a response to your appeal. If a resolution cannot be reached, C&amp;PS will send your application and appeal to a representative from Workforce Policy and Labor Relations for review.</p>