

**University of Maryland Eastern Shore**  
**DOCUMENTATION GUIDELINES FOR SPECIFIC DISABILITIES**  
**EMPLOYEES**

**Documentation Guidelines**

Employees requesting accommodations or services from the Office of Institutional Equity and Compliance (OIE) must complete the [Employee Accommodation Request Form](#) and submit documentation of their disability that meets ADA guidelines and verifies eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as amended (ADAAA). Under the ADAAA, a “person with a disability” is someone with a physical or mental impairment that substantially limits one or more major life activities. Some major life activities include, caring for oneself, performing manual tasks, seeing, hearing, sleeping, walking, standing, lifting, bending, speaking, breathing, reading, concentrating, thinking, communicating and working.

Although a disability is typically lifelong, how it will manifest itself and impact the employee may change in different settings and over time. Therefore, OIE requests documentation to better understand each employee individually and how the disability will impact him or her in a work setting.

Employees are encouraged to submit any prior assessments and evaluation reports that may be helpful in determining appropriate accommodations. Documentation should be current, relevant to the requested accommodations, and completed by a professional qualified to make the diagnosis, such as a psychologist, licensed clinical social worker, education professional, psychiatrist/physician, or other health care provider. The documentation should identify the disability, describe its current impact, and address how the impairment substantially limits a major life activity. It is recommended that the documentation describe the individual’s current or past accommodations, support services and medications, as well as any recommendations for accommodations in the work setting.

Types of documentation can include, but are not limited to, the following:

- Psychoeducational, psychological and educational evaluations
- Medical reports, letters and assessments from health care providers that are written on office letterhead and signed by the treating professional

OIE will evaluate disability documentation and determine eligibility and accommodations based on the appropriateness, recency and completeness of the documentation submitted. If the submitted documentation is incomplete, out of date, or does not support the employee’s request for accommodations, the employee may be asked to provide additional documentation. In some cases, interim accommodations may be provided on a temporary, provisional basis while the employee is in the process of obtaining appropriate documentation. Employees are encouraged to contact OIE for further guidance on the documentation needed for their individual situation.

The review of documentation will include a personal meeting as part of an interactive process with the employee. During the meeting, consideration will also be given to the employee’s self-report, strengths and needs; experiences, and the essential functions of the job.

**Confidentiality**

All records are confidential, maintained in the OIE office, and are protected as an individual record. Disability-related information may be disclosed on a limited, need to know basis in order to provide accommodations and services with the permission of the employee or as otherwise permitted under the university's records policy.

Questions and Contact Information:

Jason A. Casares

Office of Institutional Equity and Compliance

Email: [jacasares@umes.edu](mailto:jacasares@umes.edu)

Phone: (410) 651-6135