

Northern Illinois University
Centralized Disability Accommodations (CDA) Fund for Employees
Policy Statement and Procedures

Purpose:

In accordance with the *Americans with Disabilities Act of 1990*, (ADA), as amended by the *Americans With Disabilities Act Amendments Act of 2008* and, *Section 504 of the Rehabilitation Act of 1973*, 29 U.S.C. § 701 *et seq.*, state laws and University Policy, Northern Illinois University (NIU) must provide reasonable accommodations to all applicants, employees, and students with a disability as defined by these statutes, unless to do so would result in an undue hardship upon the University. A reasonable accommodation may include (but is not limited to) job restructuring, accessible facilities, reassignment, acquisition or modification of job/educational equipment and/or related devices, and other accommodations as determined by the procedures outlined in this Policy.

NIU is committed to the promotion of a positive and supportive employment and academic environment for all faculty, staff, and students with disabilities and its responsibility to provide reasonable accommodations upon request. In an effort to assist departments with the cost of providing such accommodations, the Centralized Disability Accommodations (CDA) Fund was established. Based upon the availability of funds, departments may request financial assistance when providing a reasonable accommodation in excess of \$1,000.00. This fund is restricted to providing targeted funds for the purpose of purchasing equipment, supplies, and/or other assistive technology, is limited to a maximum cost of \$10,000.00 per employee, and is restricted to a maximum of three requests per department per academic year. Approval of financial assistance from this fund is contingent upon the availability of funds and can be terminated or denied at NIU's discretion. Personnel costs and NIU building modifications associated with an employee request for an accommodation are exempt from this policy and are covered under existing accommodation policies and procedures. Nothing in this policy (i.e., lack of funds) waives, or otherwise affects, NIU's responsibility to provide a reasonable accommodation in accordance with state and federal laws and NIU policy and procedures.

Procedures:

1. Once the employee is approved by the NIU ADA Coordinator as having an official disability, the ADA Coordinator will contact the employing department to determine the appropriate reasonable accommodation(s).
2. Upon identification of the accommodation(s), if the cost of the accommodation(s) is less than \$1,000.00, the employing department will follow all procurement and financial procedures necessary for securing the workplace accommodation(s) and will not be eligible to apply for financial assistance from the CDA fund. If the cost of the accommodation(s) is more than \$1,000.00 and the department requires financial assistance to comply with the accommodation request, a request for financial assistance to cover the cost of the accommodation(s) that is in excess of \$1,000.00 (departmental deductible) can be submitted by completing the [CDA Fund Request Form](#). The form must be approved by the Dean and/or Division Vice President and returned to the ADA Coordinator, along with the appropriate financial cost center information, for review.

3. As joint administrators of the fund, the Associate Vice President for Administration and HR Compliance, Title IX Coordinator, and the Assistant Vice President for Student Affairs, Section 504 Compliance Officer, will review each request. Upon approval, Procurement Services will be instructed to charge the employing department the departmental deductible of \$1,000.00, with the balance of the cost of the accommodation(s) being covered by the CDA fund. If the request is denied, a written justification will be forwarded to the department and/or division and can be appealed in writing to Dr. Lisa Freeman, Executive Vice President and Provost.
4. The ADA Coordinator will maintain an inventory of the purchase and has the right to request a return of the purchased accommodation(s) upon separation of the employee for the purposes of re-utilization by subsequent departments.

For more information regarding the ADA Accommodations Process, please click on [policy](#), or contact the ADA Coordinator at (815) 753-1118.