



Human Resources is working to ensure that our employees have access to reasonable accommodations that meet their needs. Accommodation requests submitted which do not fall under ADA are referred to as Courtesy Accommodations.

What is a courtesy accommodation?

A courtesy accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit and permits the employee to continue to perform their essential job functions. Courtesy accommodations are up to the discretion of the employee’s department or unit.

Who can request a courtesy accommodation?

If you have a physical condition that does not rise to the level of a functional disability under the ADA, but which limits your ability to return to work due to COVID-19, you may request a courtesy accommodation.

How do I submit a courtesy accommodation?

Employees may request a courtesy accommodation by contacting the Human Resources Department to initiate a conversation. Employees may also complete and submit [the accommodation request form](#) to initiate the process. The employee will be required to provide the necessary documentation as outlined in the request form to complete the process. Submission of medical documentation in and of itself does not guarantee an employee will be eligible for a courtesy accommodation.

Scenario	Guidance	Contact Information	Related Policy
Persons 65 years and older	Employees who request a remote work assignment due to personal health concerns will need to engage in the university’s normal ADA accommodation process, which requires justification and documentation of the underlying condition that is the basis for the personal safety concerns.	While age is not a disability, NKU’s Human Resources Department should be consulted if an employee declines to return to a work for a non-documentable or non-health related reason.	Americans with Disabilities Act, Alternative Work Arrangements Policy
Person residing with person(s) 65 years and older	Employees who request a remote work assignment or other accommodations related to screening or workplace safety requirements due to personal	While this situation does not involve an employee’s disability, NKU’s Human Resources Department should be consulted if an	Americans with Disabilities Act, Alternative Work

Scenario	Guidance	Contact Information	Related Policy
	<p>health concerns will need to engage in the university's normal ADA accommodation process, which requires justification and medical documentation of the underlying health condition that is the basis for the personal safety concerns.</p>	<p>employee declines to return to work for a non-documentable or non-health related reason.</p>	<p>Arrangements Policy</p>
<p>Person with underlying health condition</p>	<p>Employees who request a remote work assignment due to personal health concerns will need to engage in the university's normal ADA accommodation process, which requires justification and medical documentation of the underlying health condition that is the basis for the personal safety concerns.</p>	<p>NKU's Human Resources Department should be consulted if an employee declines to return to work for a non-documentable or non-health related reason.</p>	<p>Americans with Disabilities Act, Alternative Work Arrangements Policy</p>
<p>Person residing with person(s) with underlying health conditions</p>	<p>Employees who request a remote work assignment due to personal health concerns will need to engage in the university's normal ADA accommodation process, which requires justification and medical documentation of the underlying health condition that is the basis for the personal safety concerns.</p>	<p>NKU's Human Resources Department should be consulted if an employee declines to return to work for a non-documentable or non-health related reason.</p>	<p>Americans with Disabilities Act, Alternative Work Arrangements Policy</p>