



HR LIAISON NETWORK NEWS

July 9, 2020 | **SPECIAL NETWORK NEWS MESSAGE**

Request for Fall Teaching Accommodations

Dr. Blanca Lupiani, Dean of Faculties and Associate Provost, distributed an [email announcement](#) to all faculty, department heads, and deans yesterday which addressed faculty concerns regarding classroom safety (face-to-face teaching) and provided a mechanism for faculty to request teaching accommodations afforded by the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA). All faculty (instructors) seeking accommodations have been instructed to [complete the online form](#) no later than **Wednesday, July 15 at noon**. This temporary process was implemented to help quickly assess the availability of faculty for face-to-face teaching in the fall, as a result of the pandemic.

Note that this online form WILL NOT serve as a substitute for the appropriate [ADA request](#) or [FMLA](#) documentation. Instead, the online form will route to Employee Relations (ER) for initial screening to confirm eligibility. Upon ER's review of the online form, the faculty member will receive an email notifying them of the required documentation needed to facilitate the approval of the request for accommodation. Faculty will then follow the normal [ADA request](#) or [FMLA](#) process facilitated by the unit's HR Liaison.

It is important to emphasize that the above mentioned process **only applies to teaching accommodations. It does not apply to staff unless the staff member also has academic teaching responsibilities in Fall 2020.** Staff who are instructed to return to work on campus and have concerns about doing so as a result of a medical condition that places them in a higher risk group or those who are caring for someone in a higher risk group should consult with their manager and/or HR Liaison to discuss options (AWL, ADA, FMLA, EPSL, EFMLA, accrued leave, etc.) based on their specific circumstances. Additional information about these options/programs is available on our website at employees.tamu.edu. Flexibility from managers and employees is essential as we navigate the process of returning to the workplace.

In all cases, the employee's (faculty, staff, student) specific medical information should not be shared with managers directly, but rather discussed with the departmental HR Liaison, to prevent unintended disclosure of Protected Health Information under federal law.

General inquiries regarding accommodations should be referred to Employee Relations at Employee-Relations@tamu.edu or 979.862.4027.



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liasons

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