

## **SUPERVISOR GUIDANCE SHEET FOR EMPLOYEES**

The guidance is for supervisors, department chairs, managers, and administrators who receive pregnancy and related conditions or parenting related disclosures or accommodation requests, related disclosures or accommodation requests.

### **What Supervisors Should Do**

- Respond promptly, supportively, and without judgment
- Thank the individual for sharing and acknowledge the request
- Provide interim flexibility when appropriate
- Refer students and employees to the Title IX & EEO
- Maintain privacy and share information only on a need to know basis-to-know basis
- Implement approved accommodations consistently and without delay

### **What Supervisors Should Not Do**

- Do not request unnecessary medical details or documentation
- Do not discourage leave or accommodations
- Do not impose academic or work penalties
- Do not share information broadly or informally
- Do not retaliate or permit retaliation

### **Where & When to Refer**

Supervisors must refer pregnancy and related conditions or parenting related matters to the appropriate office:-related matters to the appropriate office:

- **Human Resources -Title IX & EEO Office:** student academic adjustments and discrimination concerns
- **Human Resources:** employee accommodations and leave coordination
- **Disability Support Services:** disability related academic accommodations other than pregnancy-related academic accommodations

### **Confidentiality Reminder**

Pregnancy and parenting related information must be treated as confidential and handled only through approved institutional processes. Supervisors should not retain personal medical information or document details outside authorized systems.-related information must be treated as confidential and handled only through approved institutional processes. Supervisors should not retain personal medical information or document details outside authorized systems.