



UNIVERSITY GUIDELINES FOR USE OF PERSONAL ATTENDANTS

Western Kentucky University (WKU) welcomes personal attendants in all areas of the campus in order for these attendants to perform their duties. The following information is to assist students, employees, and visitors who use services of a Personal Attendant (PA). It is also intended to provide information to the campus community regarding the possible presence of attendants in the academic, residential, and work environment.

Personal Attendants (also known as personal care assistants or aides) are individuals who assist those with personal needs of daily living, due to a mental or physical disability. Activities PAs assist individuals with include, but are not limited to the following:

- providing help with walking, bathing, dressing, toileting, grooming, and feeding;
- monitoring any medical condition, observing vital signs, and reminding the individual with a disability to take prescribed medications;
- transporting or escorting;
- assisting with maintenance of the home environment;
- assisting with manual tasks such as turning pages, retrieving books, taking on and off coats, and opening doors;
- providing cognitive assistance and monitoring.

An individual needing services of a PA is encouraged to seek appropriate care immediately. The individual is the employer and is therefore responsible for:

- recruiting the PA;
- reviewing all applications and interviewing candidates;
- hiring, managing, paying, and firing the PA.

Students

Students should contact the Student Accessibility Resource Center (SARC) if the PA needs assistance with housing, parking, and attending classes. Students will need to submit a request for a special housing accommodation. Forms can be obtained by emailing matt.davis@wku.edu. The fee(s) for PA housing are available through Dr. Mike Reagle, Director of Housing and Residence Life.

Employees

Employees whose PA will perform duties at the work site should contact the office of Equal Employment Opportunity/Affirmative Action/University ADA Services if accommodations are needed.

In accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, WKU does not provide direct PA services and is not responsible, or liable, for any consequences resulting from an individual's association with a PA.

Faculty and Supervisors:

If you have questions about a PA working in your area, please contact the following departments:

- Student Accessibility Resource Center at (270) 745-5004 regarding a student who uses a PA;
- Equal Employment Opportunity/Affirmative Action/University ADA Services at (270) 745-5121 regarding an employee who uses a PA.

Resources:

Job Accommodations Network. Retrieved from

<https://askjan.org/>

DeGraff, A. H. (2002). *Caregivers and personal assistants: How to find, hire and manage the people who help you (or your loved one!)*. Fort Collins, CO: Saratoga Access.