



UNIVERSITY GUIDELINES FOR THE USE OF PERSONAL ATTENDANTS

Western Kentucky University (WKU) welcomes personal attendants (PA) in all areas of the campus in order for these attendants to perform their duties. The following information is to assist students, employees and/or visitors who use the services of a 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. The activities PA's assist individuals with include, but are not limited to:

- Providing help with walking, bathing, dressing, toileting, grooming, preparing meals and feeding;
- Monitoring any medical condition, observing vital signs and reminding to take prescribed medications;
- Transporting or escorting;
- Assisting with maintenance of the home environment including cleaning, laundry, etc.;
- Assisting with manual tasks such as turning pages, retrieving books, and taking on and off coats and opening doors;
- Providing cognitive assistance and monitoring.

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

- Recruiting the PA;
- Reviewing all applications and interviewing candidates;
- The hiring, management, payment and firing of a PA.

Students:

Students should contact the Office of Student Disability Services (SDS) **if:**

- The PA needs university housing. Students will need to submit a request for a special housing accommodation. Forms can be obtained by e-mailing matt.davis@wku.edu. Fees for PA housing are available through Student Programs;
- The PA needs access to the residence hall where the student is living;
- The PA is attending classes with a student to discuss classroom procedures and guidelines;

Employees:

Employees whose PA will perform duties at the work site should contact The Office of Equal 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 (ADAAA), 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 Office of Student Disability Services at (270) 745-5004 regarding a student who uses a PA;
- The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745-5121 or via email at adacompliance@wku.edu regarding an employee who uses a PA.

Resources:

Job Accommodations Network

Alfred H. DeGraff, "Caregivers and Personal Assistants."