



Procedure 104-01 ADA Employee Accommodation

Sponsor: Human Resources

Purpose

In compliance with the Americans with Disabilities Act (ADA) the College prohibits discrimination against an individual with a disability in regards to access of College facilities, programs, services, College sponsored events, as well as employment, compensation, advancement, training and other terms or conditions of employment.

Definitions

None

Procedure

The College will provide a reasonable accommodation for an applicant or employee with an ADA qualifying disability unless the accommodation would impose an undue hardship on the College. The employee or applicant will have the opportunity to voluntarily disclose to the Human Resources Director or his/her immediate supervisor the extent of the disability in order for a reasonable accommodation to be made.

The process for requesting a reasonable accommodation is as follows:

- a. The employee or the employee's supervisor will notify Human Resources of a need for a reasonable accommodation. Requests for students must be made through Student Services.
- b. The College asks that such requests be in advance of the commencement of or return to work in order to facilitate the accommodation more efficiently. However, in the event that advance notice is not possible, every effort will be made to accommodate the request in a timely manner.
- c. Human Resources will evaluate each request separately and independently to determine if the employee
 - a. Qualifies under ADA Section 504 of the Rehabilitation Act/Title IX Regulations
 - b. Can perform the essential functions of the job with or without a reasonable accommodation
 - c. What the reasonable accommodation may be
- d. If the employee qualifies under ADA, Human Resources will engage in an interactive process with the employee and the employee's supervisor to identify a reasonable accommodation so the employee can perform his/her essential job functions.
- e. Once a reasonable accommodation is identified it will be documented and placed in the employee's personnel file.
- f. The department where the employee works will be responsible for any cost that may be needed to provide the reasonable accommodation.

References

ADA Section 504 of the Rehabilitation Act/Title IX Regulations

Procedure History

12/09/2009 Approved by College Council

Legal Review
None