

REASONABLE ACCOMMODATION FOR DISABILITIES

PURPOSE

The purpose of this policy is to ensure compliance with the American with Disabilities Act, as amended (ADA), and, if possible, to provide reasonable accommodations to employees with disabilities.

POLICY STATEMENT

Edison State Community College is committed to the full inclusion of all qualified individuals. As such, the College will, if possible, provide employees with disabilities who are otherwise qualified a reasonable accommodation to enable them to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment. An accommodation may be denied if the College determines it would require significant expense, be considerably difficult to arrange, or impose other undue hardship.

All employees who have a disability, as defined by the ADA and this policy, and who are otherwise qualified, are expected to perform the “essential functions” of their job duties, with or without a reasonable accommodation.

College employees who believe they have a disability are encouraged to notify their immediate supervisor and the Chief Human Resources Officer of their perceived disability. The Chief Human Resources Officer may request documentation from the employee’s physician to verify the disability.

An employee who desires a workplace accommodation must inform her or his immediate supervisor and the Chief Human Resources Officer. The supervisor and Chief Human Resources Officer will, with input from the employee, review the employee’s accommodation needs and, if possible, identify a reasonable accommodation. This process will include: 1) a job description assessment and identification of the essential functions of the job; 2) verification of the disability; and 3) identification of possible workplace modifications. Information from the employee’s physician may be necessary to assess the disability and to assist with identification of accommodation options.

If the Chief Human Resources Officer determines a reasonable accommodation is not possible, the employee may no longer be qualified for that specific employment position.

Protections and rights under the ADA are further described in governmental resources, such as the following from the EEOC at <https://www.eeoc.gov/laws/guidance/your-employment-rights-individual-disability>

PERSONS AFFECTED

All Edison State Community College employees and applicants.

DEFINITIONS

DISABILITY

An individual with a disability is defined by the Americans with Disabilities Act as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.