

**3354:1-42-01.3 ADA reasonable accommodation procedure.**

- (A) No individual with a disability shall, solely by reason of the person's disability, be excluded from employment or employment related benefits. Employment, hiring, and advancement will be based solely on the person's ability to perform what the College determines to be essential job functions.
- (B) Accommodations will be made for an otherwise qualified applicant or employee with a disability, except to the extent the accommodation imposes an undue financial or administrative hardship on operations.
- (C) Notice of the availability of reasonable accommodations for job applicants will be included in postings and advertisements and will be made available upon request to applicants with disabilities during the pre-employment process in an effort to ensure equal employment opportunity.
- (D) All applicants will be informed at the initial interview that the College does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the performance of essential job functions or for the enjoyment of other benefits of employment should be made upon, or promptly following, receipt of a conditional offer of employment.
- (E) Persons with disabilities employed by the College are encouraged to request reasonable accommodation at any time when such accommodation becomes necessary to facilitate the employee's performance of essential functions of their job or to allow the enjoyment of any other benefits of employment.
  - (1) Requests for reasonable accommodations must be presented in writing to the employee's immediate supervisor or to the Office of Affirmative Action and Diversity. The request should include a written description of the nature and purpose of the accommodation. Assistance will be made available to any employee requiring assistance in identifying an appropriate accommodation or in documenting the reasons why such accommodation is needed.

- (2) The College will use reasonable efforts to make a decision within ten business days of the submission of a reasonable accommodation request accompanied by any supporting documentation needed by the College to fairly evaluate the request. The effectiveness of the accommodation and the need for changes or additions to the accommodation will be assessed during first month of the employee's use of the accommodation.
  - (3) All reasonable accommodation requests and documentation, discussions, decisions and other matters relative to an employee's status as a person with a disability should be kept confidential to the extent permitted by law.
  - (4) The final decision concerning any requested accommodation that may represent an undue financial or administrative hardship will be made by the Office of Human Resources. Applicants and employees have the right to appeal the denial of any accommodation request using the College's ADA grievance procedure.
- (F) The President or the President's designee shall take all steps necessary and appropriate for the implementation of this procedure.

Effective date: December 15, 2005

Procedure amplifies: 3354:1-42-01