

AMERICANS WITH DISABILITIES ACT REHABILITATION ACT OF 1973

UA Cossatot does not discriminate in admission to, or access to, or treatment of, or employment in, its programs and activities on the basis of disability status. This commitment is made by the college and is in accordance with guidelines of Sections 503 and 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (1990 and 1992). The following are included:

1. The college does not exclude, on the basis of disability alone, any otherwise qualified student, employee, with a disability/disabilities from participating in any activity or program
2. The college makes reasonable modifications and/or accommodations to academic and employment requirements as requested to ensure persons with disabilities are not discriminated against on the basis of disability. The college does make appropriate and reasonable modifications and/or accommodations to ensure that college facilities are accessible to persons with disabilities.
3. The college allows for appropriate and reasonable modifications to rules, which may have the effect of limiting the participation of persons with disabilities in programs, employment, or activities.
4. The college provides methods for evaluating the achievement and performance of students and employees who have documented disabilities so that results represent what is intended to be evaluated rather than reflecting impaired skills or abilities due to disability accommodations and/or modifications are provided if requested when deemed appropriate and reasonable based on valid documentation of a disability.
5. The college takes necessary steps to ensure that no otherwise qualified student or employee with a documented disability is denied access to facilities, programs or employment due to the absence of “reasonable accommodations” provided they do not impose “undue hardship” on the college.
6. The college does not, on the basis of disability alone, provide less assistance or less access to any student service such as financial and admission assistance, academic and/or personal counseling, and placement/vocational advisement, than is provided to individuals without a disability.
7. The Director of Human Resources, the Disability Support Services Coordinator, and appropriate administrator are designated to ensure compliance with these Acts.

Policy History:

July 7, 2014 January 1, 2011 July 30, 2001

ACCOMMODATIONS REQUEST PROCEDURE

Procedures:

1. Employees may request accommodations by completing and submitting the Disability Accommodation Request Form to Human Resources.
2. Human Resources will contact the UA System Attorneys for instruction/guidance.
3. After attorneys provide instruction/guidance, Human Resources will inform the employee requesting accommodations the next step(s) in the process.

ACCOMODATION REQUEST
For

A. Questions to help determine whether employee has a disability.

A person has a disability under the ADA if the person has an impairment that substantially limits one or more major life activities. The following questions may help determine whether this employee has a disability:

1. Does the employee have a physical or mental impairment? Yes _____ No _____
2. Is the impairment long-term or permanent? Yes _____ No _____
3. If *not* permanent, how long will the impairment likely last? _____

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4. Does the impairment affect a major life activity? Yes _____ No _____
If *yes*, what major life activity(s) is/are affected?

- | | | | |
|--|------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Caring For Self | <input type="checkbox"/> Walking | <input type="checkbox"/> Hearing | <input type="checkbox"/> Lifting |
| <input type="checkbox"/> Interacting with Others | <input type="checkbox"/> Standing | <input type="checkbox"/> Seeing | <input type="checkbox"/> Sleeping |
| <input type="checkbox"/> Performing Manual Tasks | <input type="checkbox"/> Reaching | <input type="checkbox"/> Speaking | <input type="checkbox"/> Concentrating |
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Thinking | <input type="checkbox"/> Learning | <input type="checkbox"/> Reproduction |
| <input type="checkbox"/> Working | <input type="checkbox"/> Toileting | <input type="checkbox"/> Sitting | <input type="checkbox"/> Other |

5. Is the employee substantially limited in one or more of these major life activities? Yes _____ No _____

B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

1. What limitation(s) is interfering with job performance?
2. What job function(s) is the employee having trouble performing because of the limitation(s)?
3. How does the employee's limitation(s) interfere with his/her ability to perform the job function(s)?

Signature

Date

Procedure History:

March 16, 2016
