

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:26

DATE: May 2018

REVISION/REVIEW DATES: May 2020

SUBJECT: Americans with Disabilities Act (ADA): Employee Accommodations Policy

APPROVED: Don C. Killingsworth, Jr., Acting President

Purpose:

This Policy delineates the extent of the University's responsibility to ensure the appropriate application of the American with Disabilities Act, the guidelines for applying employees' requests for reasonable accommodation, and the roles and responsibilities of parties involved in requests for reasonable accommodation.

Policy:

Jacksonville State University (JSU) complies with all applicable provisions of the Americans with Disabilities Act (ADA), the Rehabilitation Act, and any state and local laws providing for nondiscrimination against qualified individuals with disabilities. JSU is committed to providing equal employment opportunity for persons with disabilities. Reasonable accommodations will be provided to qualified employees with disabilities to enable performance of the essential functions of the positions for which they are applying and in which they are employed. Refusing to make reasonable accommodations for a qualified individual with a disability, unless the accommodations would pose an undue hardship on the organization, is a violation of University policy.

DEFINITIONS:

Qualified individual with a disability: A qualified individual with a disability is defined as a person with a disability who meets the skills, experience, education, and other job-related requirements of a position held or desired and who, with or without reasonable accommodations, can perform the essential functions of the position held or desired.

Reasonable accommodation: Actions taken which permit a qualified individual with a disability to perform the essential functions of the position held or desired, or to otherwise enjoy the rights and privileges in employment equal to those of nondisabled employees, provided that such actions do not impose an undue hardship or eliminate essential functions of the job.

PROCEDURES:

Employees should direct any requests for accommodations to the Department of Human Resources. Employees requesting accommodations should complete and submit the 'Reasonable Accommodation Request Form'. JSU will engage in a timely exchange of information to determine if there is an effective reasonable accommodation, absent undue hardship to the operation of JSU. During this interactive process, JSU may require the employee to provide a medical certification from his or her health care provider. If a medical certification is required, the Department of Human Resources will provide a copy to the employee. Reasonable accommodations are determined on a case-by-case basis and are based on the documentation provided. JSU's ADA Coordinator will meet individually with the employee who is seeking accommodations to discuss needs and options. Once all required documentation has been submitted, verified, and reviewed, the ADA Coordinator will direct efforts with the appropriate parties to ensure the approved accommodation is provided to the employee.

Responsible parties:

- Any employee or qualified applicant is responsible for identifying himself or herself as an individual with a disability and for requesting reasonable accommodation from the Department of Human Resources.
- Any employee or qualified applicant is responsible for providing documentation of his or her disability from an appropriately licensed professional and for describing how the disability limits his or her ability to complete essential job functions. *Medical documentation will be kept confidential.*
- The Capital Planning and Facilities department is responsible for identifying physical barriers and for maintaining accessible buildings and grounds.
- The Department of Human Resources is responsible for engaging in the interactive process with a qualified individual with a disability that has requested an accommodation.

Contact Information:

JSU recognizes that an accessible and equitable environment requires commitment from all University faculty, staff and students. The Department of Human Resources provides support for JSU employees and to job applicants, as well as guidance for supervisors, faculty, and staff on how to provide these accommodations. Employees and supervisors with questions regarding job related accommodations should contact the Department of Human Resources at 256-782-5007.

RESPONSIBILITY

The Senior Vice President for Finance and Administration is responsible for this Policy, reviewed by the Department of Human Resources.

EVALUATION

This Policy will be reviewed at least every five (5) years.