

## College Procedure: 401.2 – ADA and Reasonable Accommodation

Policy Reference: 401 – Non-Discrimination in Employment  
Responsible Department: Human Resources  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Human Resources  
Effective Date: 08/11/2011

Version Number: 3  
Legal Counsel Reviewed (yes/no): No  
Legal Reference(s): Americans with Disabilities Act  
Scope: College-wide

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### Reason for Procedure

Kirkwood Community College is committed to ensuring equal employment opportunities for qualified persons with disabilities. The college will provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities. Service animals are allowed on Kirkwood properties to assist individuals who have a disability, as defined by the Americans with Disability Act (ADA).

### The Procedure

Kirkwood Community College will provide reasonable accommodations, as long as these accommodations do not pose an undue hardship, to employees and applicants in accordance with federal, state and local laws; including the Americans with Disability Act (ADA) and Americans with Disability Act Amendments of 2008 and 2010.

Service animals are permitted to accompany a person with a disability on Kirkwood property for college activities, services and programs. For an individual to use a service animal the individual must have a disability as defined by the ADA that requires the use of a service animal and the accompanying animal must be trained to do specific tasks for the qualified individual.

The service animal must have current health records. The college reserves the right to ask for proof of current vaccinations. The animal must be well groomed and must have good hygiene. The college is not responsible for the care or supervision of a service animal. This includes food, water and picking up waste produced by the service animal.

The service animal must be under the control of its handler. A service animal shall have a harness, leash or other tether unless the handler is unable due to the disability to use those devices or the use of the devices would interfere with the service animal's safe, effective performance of work or tasks. In this case, the service animal must be otherwise under the handler's control by voice control, signals or other effective means.

**Areas off Limits to Service Animals:**

Certain areas may be contaminated by animal hair or dander or may be harmful to animals. Service animals are prohibited from the following areas, unless prior approval has been obtained:

- Kitchen and food-preparation areas
- Mechanical rooms
- Custodial closets
- Classrooms where sharp metal cuttings or other sharp objects may be on the floor, hot materials are on the floor, or if the area contains a high level of dust or moving

Kirkwood is not responsible for the care or supervision of a service animal. If a service animal’s behavior fundamentally alters the college’s programs, activities and services; poses a direct threat to the health and safety of others; or displays threatening behavior toward others, the college may ask that the service animal be removed.

To request an accommodation please complete the Accommodation Request Form and submit to Human Resources, along with documentation from your healthcare provider.

**References**

ACCOMMODATION REQUEST FORM

**Definitions**

**Service Animal:** A DOG THAT IS INDIVIDUALLY TRAINED TO DO WORK OR PERFORM TASKS FOR THE BENEFIT OF AN INDIVIDUAL WITH A DISABILITY, INCLUDING A PHYSICAL, SENSORY, PSYCHIATRIC, INTELLECTUAL, OR OTHER MENTAL DISABILITY. TASKS INCLUDE BUT ARE NOT LIMITED TO, GUIDING INDIVIDUALS WITH IMPAIRED VISION, ALERTING INDIVIDUALS WITH IMPAIRED HEARING, PROVIDING MINIMAL PROTECTION OR RESCUE WORK, PULLING A WHEELCHAIR OR FETCHING DROPPED ITEMS.

**Revision Log**

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/08/2017	Mick Starcevich, President	New template
3	07/23/2019	Cabinet	Procedure template