

## MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	<b>EMPLOYEE REASONABLE ACCOMMODATION POLICY AND PROCEDURE</b>				

### 1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

### 2.0 SCOPE

University Policy

### 3.0 POLICY

The University is committed to complying with all applicable provisions of the Americans with Disabilities Act, as amended, (the "ADA"), state law, and with Section 504 of the Rehabilitation Act of 1973. It is the University's policy not to discriminate against any qualified employee or applicant in the hiring process, in compensation decisions, in advancement decisions, or with regard to any terms or conditions of employment because of an individual's disability or perceived disability so long as the employee or applicant can perform the essential functions of the job, with or without reasonable accommodation.

Consistent with its commitment to nondiscrimination, the University will make good faith efforts to provide reasonable accommodation(s) to any qualified individual with a disability, as defined by the ADA, provided that such accommodation does not constitute an undue hardship to the University and/or does not alter or remove the essential functions of the job position. Requests for an accommodation should be made to the Director of Human Resources. An employee making a request for an accommodation may be requested to provide current documentation of his or her disability from an appropriate professional source. Upon receipt of an accommodation request, the Director of Human Resources will meet with the employee to engage in the interactive process of determining the reasonableness of the requested accommodation(s).

Even though the employee provides input concerning the accommodation process, the University will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations, or other appropriate information at the University's expense. Medical information is treated as confidential and will be shared with University administrators only on a need to know basis. The University will not provide accommodations without appropriate documentation.

In limited instances, a requested accommodation may pose an "undue hardship" on the University which prevents the accommodation from being offered. The determination of whether an accommodation creates an "undue hardship" is contingent upon a number of variables and is made by the Human Resources Department with input from other individuals as necessary. Supervisors must contact the Human Resources Department before disciplining, transferring, terminating, or relieving an employee of job responsibilities due to disability or pregnancy.

Employees or job applicants who have questions regarding this Policy or believe they have been discriminated against based on a disability should notify the Human Resources Department as soon as possible. Following the report of a complaint of potential disability discrimination, the Human Resources Department, when appropriate, will conduct an investigation into the complaint and work to reach an amicable resolution with the complaining individual.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**