

Dixie State University Policy

153 ADA and Section 504



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I. Purpose

- 1.1 This policy indicates Dixie States University's compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973.

II. Scope

- 2.1 Dixie State University (DSU) is committed to providing equal employment opportunities for qualified employment applicants and employees as well as providing equal educational opportunities for all qualified students who have learning or physical disabilities.

III. Definitions

- 3.1 **Disability:** Any physical or mental impairment that substantially limits one or more major life activities as covered and protected by ADA. Having a qualified record of such an impairment and/or being regarded as having such an impairment by a qualified professional may validate an individual as having a disability.
 - 3.1.1 Exceptions are those conditions excepted by Title I, Section 504, of the ADA.
 - 3.1.2 To be considered with a disability, one must meet the essential eligibility requirements for receipt of special accommodations, according to ADA and 504 regulations.
 - 3.1.3 An employee who is covered by worker's compensation due to a work related injury may also be qualified with rights under ADA.

- 3.1.4 An employee may qualify for a temporary transitional assignment upon return to work after being on workers compensation, due to the development of a disability, or during the disability qualification determination period.
- 3.2 **Reasonable Accommodation:** Effective accommodation of a qualified individual with a disability by which barriers to equal employment opportunity are removed or alleviated, so that s/he is enabled to perform the essential functions of the job for which s/he is hired.
- 3.2.1 Reasonable accommodation should not impose an undue hardship on the employer. "Undue hardship" mean significant difficulty or expense, which is extensive, substantial, or disruptive.
- 3.2.2 An employer is obligated to provide reasonable accommodation only for qualified individuals with eligible disabilities.
- 3.2.3 Reasonable accommodation also considers the health or safety of other employees.
- 3.2.4 Employees must be able to perform the essential functions of the job, either with or without accommodation.
- 3.2.5 If reasonable accommodations will not enable the employee to perform the job adequately, the employee may be judged to be not qualified for the position.
- 3.3 **504 Compliance Officer(s):** The person(s) responsible for assuring that the University and the ADA Coordinators are complying with requirements of reasonable accommodation. For students, that person is the Director of the Disability Resource Center and for employees or applicants, that person is the Human Resources Director.
- 3.4 **ADA Coordinator(s):** The person(s) designated by the University to authorize and ensure the provision of reasonable accommodation and other ADA related assistance. For students, that person is the Director of the Disability Resource Center and for employees or applicants, that person is the Human Resources Director.

IV. Policy

- 4.1 It is the University's policy to ensure that employment decisions are made without discrimination, including but not limited to, decisions concerning hiring, compensation, benefits, job assignments, training, evaluations, working

conditions, and opportunities for advancement.

- 4.2 Dixie State University expresses intent to provide reasonable accommodation, as necessary, to enable an otherwise qualified person with a disability to perform successfully the essential functions of the job.
- 4.3 DSU's objective is to encourage program participation, provide program access, and deliver services to students with disabilities in the most integrated setting possible in compliance with ADA and Section 504 of the Vocational Rehabilitation Act.
- 4.4 The Human Resources Office is responsible for posting a notice of the Americans with Disabilities Act in locations appropriate for employee and applicant access, while the Disability Resource Center ensures notice for students.

V. References

- 5.1 DSU Policy 533: Student Accommodations
- 5.2 Americans with Disabilities Act of 1990
- 5.3 Section 504 of the Vocational Rehabilitation Act of 1973

VI. Procedures

- 6.1 Request: It is the responsibility of the employee, student, or applicant to disclose his/her disability and to request reasonable accommodation, if desired, from the ADA Coordinator. Accommodation is to be requested in the following manner:
 - 6.1.1 Requests are to be made to the ADA Coordinator in writing, when possible, or in another appropriate format.
 - 6.1.2 The requestor needs to provide necessary information as determined by the ADA Coordinator.
 - 6.1.3 It is the responsibility of the requestor to provide the necessary medical or psychological information identifying diagnosis, associated functional limitations, and their effect of major life and work activities.
 - 6.1.3.1 Additional opinions may be required by the ADA Coordinator and obtained at the expense of the requestor or their department, if an employee.

- 6.1.4 The ADA Coordinator has discretion to provide reasonable accommodations where the disability is obvious.
 - 6.1.5 The requestor should provide a release of information to allow communication between the University and the medical certifier.
 - 6.1.6 It is the responsibility of the requestor to recommend the nature of the accommodations s/he desires and to provide a detailed description and an explanation of its appropriateness.
 - 6.1.7 The University will determine eligibility for and specify the nature of academic adjustments accommodation or reasonable work related accommodations.
- 6.2 Response: The ADA Coordinator will consult with the requestor and others as deemed appropriate. This may include the supervisor, department head, or other appropriate individuals both inside and outside the University.
- 6.2.1 Simple, inexpensive, work accommodation may be granted by the supervisors to all requestors alike without regard to ADA.
 - 6.2.2 The ADA Coordinator is to be informed of all requests that involve a work change due to a health condition.
 - 6.2.3 The reasonableness of any accommodation will be made on a case-by-case basis.
 - 6.2.4 Determinations will be rendered in a timely manner after considering the information provided in the request and reviewing accommodations available.
 - 6.2.5 The ADA Coordinator may provide temporary accommodations as are appropriate while required documentation is obtained and ADA/504 determinations are being made.
 - 6.2.6 Before a request is denied, the state risk management office will be consulted.
 - 6.2.7 Decisions regarding the determined accommodation will be issued by the ADA Coordinator, in writing, to the requesting person.
 - 6.2.8 The University shall share ADA information internally on a “need to know” basis.
 - 6.2.9 Supervisors are to provide accommodation. However, they will receive

only information about job limitations and needed accommodations. They will not receive information regarding the requestor's disability, unless the disability creates a life-safety issue.

6.2.10 Medical and Psychological records and other ADA information will be classified as confidential and will be maintained in keeping with the confidentiality requirements prescribed by the ADA Coordinator, ADA and GRAMA (Government Records Access and Management Act).

6.3 Direct Threat: Employees who present a direct threat to the safety of themselves or others, due to a qualified disability, may receive a new or a transitional assignment if appropriate or as a reasonable accommodation, if it will alleviate the safety threat.

6.3.1 If accommodation is not possible or the safety threat remains, the employee may be terminated.

6.4 Appeal: If the employee believes the determined accommodation to be inadequate or unacceptable, s/he may appeal the decision, in writing or in other appropriate format, to the 504 Compliance Officer.

6.4.1 The 504 Compliance Officer will investigate the appeal and make a recommendation to the University President who will make a final decision.

6.5 Complaints: All related discrimination complaints regarding disabilities should be referred to the appropriate ADA Coordinator.

6.5.1 The exception is an appeal of determined accommodation. All such appeals should be made to the appropriate 504 Compliance Officer.

6.5.1.1 The 504 Compliance Officer will conduct an investigation of the complaint, make a determination of appropriate accommodation as defined by Section 504, and present his or her recommendation to the President. The President will make the final determination of accommodation.

VII. Addenda – N/A

Policy Owner: President

Policy Steward: Director of the Disability Resource Center,
Executive Director of Human Resources

History:

Approved 6/5/98

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