

104-01 ADA EMPLOYEE ACCOMMODATION—PROCEDURAL GUIDELINES

1. PURPOSE

The College will provide a reasonable accommodation for an applicant or employee with an ADA qualifying disability unless the accommodation would impose an undue hardship on the College. The employee or applicant will have the opportunity to voluntarily disclose to the Human Resources Director or his/her immediate supervisor the extent of the disability in order for a reasonable accommodation to be made.

2. PROCEDURE

1. What is a reasonable Accommodation?

Under the ADA, a reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those employees without disabilities.

According to the US Department of Justice, determining which accommodation is appropriate in a particular situation involves an interactive process in which the employer and employee identify the precise limitations imposed by the disability and explore potential accommodations that would overcome those limitations.

2. Process:

Once a reasonable accommodation is identified it will be documented and placed in the employee's personnel file with a copy going to the employee and immediate supervisor.

The department where the employee works will be responsible for any and all costs associated with the accommodation.

When hiring readers or interpreters, a Personnel Action Form (PAF) will be used to process payment if the services of current employees are used during their off hours. The employee will be additionally compensated if his/her services were used outside his/her normal working hours or outside of his/her normal job duties. Otherwise an invoice will be used when purchasing equipment or using an agency for services.

3. Publications:

All publications released to the public will include the statement:

CCC is an AA/EOE Institution. Individuals with disabilities needing reasonable accommodations or published material in an alternative format may contact the President's Reception Desk at 928-226-4297.

3. BACKGROUND

1. References: none
2. Revision history: none
3. Legal review: none
4. Sponsor: Human Resources

Guidelines effective: 11/29/2010

COCONINO COMMUNITY COLLEGE