

ADA Policy

The College is committed to ensuring equal employment opportunity for qualified individuals with disabilities. The American with Disabilities Act (ADA) and the ADA Amendments Act of 2008 (ADAAA) prohibit discrimination against qualified individuals with disabilities. It is the policy of the College not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

If an employee is disabled and is unable to perform the essential functions of his/her position without reasonable accommodation, the employee should contact Human Resources with a request for a reasonable accommodation. The College may then request certain medical documentation regarding the nature of the disability, and the individual's functional limitations in order to determine an effective accommodation. The College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the College. Accommodations will be determined on a case by case basis. A reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

It is the College's policy to maintain in confidence any medical information regarding an employee. Employees should not, therefore, feel compelled to inform any other co-worker as to the specific nature of their condition or any accommodation requests.

If the requested accommodation cannot be granted because it is not reasonable, poses a direct threat, or is an undue burden, Human Resources will meet with the employee in an effort to look for reasonable alternatives that satisfy the needs of the disabled employee and the College. If no suitable accommodation exists, the College is under no obligation to create a position for an employee and an employee's employment may be terminated.

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