

## **XXV. Accommodation of Employees with Disabilities**

**A. Purpose.** Daemen College complies with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), and applicable state and local laws providing for nondiscrimination against individuals with disabilities. This policy applies to hiring of employees and all terms and conditions of employment. Daemen College provides reasonable accommodations for qualified individuals with disabilities so that they may enjoy all the privileges of employment. In this connection, Daemen College has established an accommodation assessment procedure for evaluation of a requested accommodation in accordance with legal guidelines.

**B. Definition of Terms.** For the purpose of this policy, terms such as disability, essential function, reasonable accommodation, qualified individual, shall be defined pursuant to Section 504 the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act, and applicable state and local laws providing for nondiscrimination against individuals with disabilities.

**C. Policy.** It is Daemen College's policy to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the hiring process and that qualified individuals with disabilities are treated in a nondiscriminatory manner with respect to all terms and conditions of employment.
2. Keep all medically related information confidential in accordance with the requirements of Section 504 and the ADA.
3. Provide qualified applicants and employees with disabilities with reasonable accommodation.
4. Notify individuals with disabilities that the College provides reasonable accommodations to qualified individuals with disabilities by including this policy in employment handbooks.

**D. Procedure for Requesting an Accommodation.** If an employee of the College anticipates a need for an accommodation, the request for accommodation should be brought to the attention of the relevant supervisor as soon as possible. Where the disability is not obvious, the employee shall provide current evidence of the disability and the limitations that require accommodation. Guidelines for documentation of disabilities are posted on the College's website at [www.daemen.edu/offices/disability](http://www.daemen.edu/offices/disability). The supervisor will forward this request to the Associate Vice President for Academic Affairs, who is the College's Equal Opportunity and Affirmative Action (EOAA) Officer. The EOAA Officer will discuss with the employee, the supervisor, and/or other relevant individuals, as needed, the functional limitations resulting from the disability and the reasonable accommodations to be made. An accommodation will not be authorized if it would fundamentally alter the nature of the employee's job or create an undue hardship for the College.

An applicant for a job with the College may disclose a disability and the need for reasonable accommodations during the hiring process. This request will be forwarded to the EOAA Officer

for evaluation. Otherwise, the College will not inquire of any applicant whether any reasonable accommodations are needed, unless a conditional offer of employment has been made.

If an employee is not satisfied with the determination made by the College with respect to the request for accommodation, the employee may file a grievance pursuant to the College's Grievance Procedure in Discrimination Cases, a copy of which may be found in this Handbook or obtained from the Office of the Associate Vice President for Academic Affairs (EOAA Officer). Should any problem arise in securing an approved accommodation, the employee should bring the problem to the immediate attention of the EOAA Officer, who will assist in resolving the matter. In addition, any member of the College Community with questions or concerns about the College's disability policy and procedures should contact the EOAA Officer (Office of the Associate VP for Academic Affairs, Duns Scotus Hall, Room 102, Daemen College, 4380 Main St., Amherst, NY 14226; telephone: 716.839.8301).

Requests for accommodations will remain confidential to the extent practicable and medical information will be maintained separately from personnel and academic records.