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## Americans with Disabilities Act (ADA) Policy

### HR 6.6 Employees with Special Needs

Northeastern State University complies with the provisions of the American with Disabilities Act (ADA) which prohibits discriminatory employment practices against individuals with disabilities. Upon appropriate notification, NSU will make a good faith effort to provide reasonable accommodation to an otherwise qualified candidate who applies for a position or an employee who is able to perform the essential functions of his/her job.

It is the policy of the university to allow and assist all employees to continue to work as long as they are medically able to perform their work satisfactorily and do not pose a threat to their own health or safety or to the health or safety of others in the workplace. Coworkers are expected to cooperate with this policy. An employee or applicant must meet minimum qualifications for the position.

ADA accommodations must be requested and approved through the Office of Human Resources.

### HR 6.6.1 Requesting an Accommodation

The requesting person should contact the Director of Human Resources for guidance on requesting a reasonable accommodation due to a disability. A Request for Accommodation form must be completed to begin the process. Appropriate verification of the disability from a certified medical professional which includes a detailed description of the disability, limitations, and duration may be required. The Director will consult with necessary management staff when an accommodation is needed. A separate file will be maintained in the HR Office as the official record of reviews and accommodations.

#### HR 6.6.1a Forms

- Request for Accommodation (HR Website Forms)
- Employee ADA Medical Certification (HR Use)

### HR 6.6.2 Reasonable Accommodations

A reasonable accommodation is broadly defined as any change or adjustment that permits a qualified individual with a disability the opportunity to equally participate in a program or service of the University. The Office of Human Resources will evaluate all requests and make recommendations to the appropriate management level. It is expected that Human Resources will work with the department/unit to identify any expenses involved and to assist in locating necessary funding sources. Equipment becomes the property of the department/unit. Major equipment requests will be advanced to the appropriate Vice President for review.

NSU may choose an effective accommodation option(s) that is different from the requested accommodation(s). If providing an accommodation poses an undue hardship, NSU reserves the right to deny an accommodation. Personal use items necessary for daily activities are not provided by NSU. A reasonable accommodation does not include removing essential functions, creating a new job or lowering production standards.

### HR 6.6.3 Notification of Determination

The Office of Human Resources will review the request along with the medical certification and consultation with department management. A decision as to the accommodation or denial of the request will be provided to the employee by the Office of Human Resources.

8-5-2010

