

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: ACCOMMODATIONS

Policy Statement: The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Procedures: Accommodations are intended to increase efficiency or reduce the additional deterioration of the disability. Written requests for accommodations should be directed to the Director of Human Resources. Such requests will be reviewed on an individual basis. If the individual is qualified to perform essential job functions, but is substantially restricted by the eliminations caused by the disability, the college will consider whether the individual could perform these functions more effectively with reasonable accommodation. If an accommodation is deemed to result in the enhanced performance of essential job functions, the accommodation will be made, assuming it does not create an undue hardship on the college. The college may require documentation about the disability and the functional limitations related to the disability. The documentation must come from an appropriate health care or rehabilitation professional. The appropriate professional in any particular situation will depend on the disability and type of function it imposes.

Contacts: Director of Human Resources, Vice President of Administrative Services

Approved Date: 2/1/2020

Policy History: [v1: 9/19/2013](#) [v2: 10/28/2013](#) [v3: 10/28/2013](#) [v4: 10/31/2013](#) [v5: 11/25/2013](#)
[2/1/2020](#)

Keywords: ACCOMMODATIONS

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DEFINITIONS:

Disability: A qualified individual with a disability is a person who meets legitimate skills, experience, education, or other requirements of an employment position that he or she holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation.

Reasonable accommodation: Reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with disability to perform essential job functions. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Undue hardship: An undue hardship is defined as an action requiring significant difficulty or expense considering the nature and cost of the accommodation in relation to the college's operation.

Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.