

EMPLOYMENT ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES AND ACCOMODATION REQUEST PROCEDURE PEOPLE CENTER

POLICY STATEMENT

In compliance with the ADA, Section 504 and similar state laws, the College does not discriminate against qualified individuals with disabilities in any aspect of the employment relationship, and strives to provide reasonable accommodation as required by law to otherwise qualified employees or applicants with disabilities.

SECTION I PURPOSE OF THE POLICY

Champlain College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities.

SECTION II ELIGIBILITY PROVISION

This policy applies to staff and faculty employees of Champlain College (the "College") as well as to persons who have applied for employment with the College.

SECTION III DEFINITIONS

Disability: For purposes of this policy, an individual has a disability if they:

- a. has a physical or mental impairment which substantially limits a "major life activity,"
- b. has a record of having a substantially limiting impairment, or
- c. is regarded as having a substantially limiting impairment.

Impairments: Examples include physiological disorders or conditions, mobility impairments, sensory impairments, cosmetic disfigurements, anatomical loss, mental or psychological disorders, developmental disability, mental illness, and learning disabilities.

Major Life Activities: Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, sitting, seeing, hearing, speaking, breathing, working, eating, sleeping, standing, lifting, bending, learning, reading, concentrating, thinking, communicating, and the operation of major bodily functions such as functions of the immune



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system, normal cell growth, digestive bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An Otherwise Qualified Employee or Applicant: An otherwise qualified employee or applicant under this policy is an employee or applicant who meets the skill, experience, education, and other job-related requirements of the position they holds or seeks, and who is able to perform the essential functions of the position with or without reasonable accommodation. Nothing in this policy obligates the College to hire or promote an individual with disabilities who, with or without reasonable accommodation, is not the best qualified for the position in question.

SECTION IV POLICY

Employment opportunities or privileges will not be denied to an otherwise qualified employee or applicant because of the need for reasonable accommodation of the individual's disability. Discrimination based on an employee's or applicant's association with an individual who is disabled, and retaliation for activities taken to seek reasonable accommodations, are also forbidden.

Reasonable Accommodations

The College is prepared to modify or adjust, for example, the job application process, the way job duties are performed, or the work environment to make reasonable accommodation to the known disabilities of an otherwise qualified applicant or employee to enable them to be considered for the position sought, to perform the essential functions of the job, or to enjoy benefits and privileges of employment substantially equal to those enjoyed by others without disabilities, unless:

- a. The accommodations would impose an undue hardship on the College and/or its business operations, or
- b. Even with reasonable accommodation, the individual would still pose a direct threat of substantial harm to the health or safety of themselves or others.
- c. An accommodation that would be unduly costly, extensive, substantial, or disruptive or that would fundamentally alter the nature or operation of the business would impose an undue hardship.

Examples of reasonable accommodations include: restructuring jobs by reallocating or redistributing non-essential functions; altering when or how an essential job function is performed if that can be accomplished without undermining the essential function; modifying schedules; permitting exceptional use of accrued leave or leave without pay; acquiring or modifying equipment or devices; allowing the use of special equipment or devices provided by the individual; making facilities accessible; or reassigning employees (but not applicants) with disabilities to vacant positions for which they qualify.



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SECTION V PROCEDURE

Request for Accommodation: any employee or applicant may at any time inform their immediate supervisor or the People Center of a request for a reasonable accommodation under this policy, or may indicate that an adjustment or change is needed in their job because of disability-related limitations. Individuals with disabilities must provide the People Center with a completed Employee Accommodation Request Form to assist the College in determining if and what reasonable accommodations should be provided that would enable the employee to perform the essential job functions properly and safely. Employees or applicants with disabilities may also identify equipment, aids or services that they are willing to supply and use.

SECTION VI POLICY ADHERENCE

The Vice President, People & Technology is the responsible official for this policy. Any exceptions to this policy must be approved by the Vice President, People & Technology.

SECTION VI CONTACT

Questions related to the interpretation of this policy should be directed to the Vice President, People & Technology.

The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center website for the most current version. This policy does not constitute an employment contract.

