

**Florida A & M University
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE
Procedure No. HR – 1004**

Subject: Reasonable Accommodation	
Authority: Florida A&M University Regulation 10.103	Effective Adopted Date: 06/28/2006
Revision(s)	06/27/1996; 06/28/2006
Related References	
Purpose	To establish procedures by which employees shall follow to request a reasonable accommodation pursuant to Title I of the Americans with Disabilities Act (ADA) of 1990.

1.0 General Information

- A. The University shall not take an applicant's disability or the cost of providing a reasonable accommodation into consideration for employment unless providing that reasonable accommodation would cause an "undue hardship".
- B. An employee with a disability shall have equal access to the benefits and privileges of employment at the University.
- C. When interviewing employment applicants, the interviewer shall not ask questions either in the interview or on an employment application form that refer to the applicant's disability except to determine how the applicant might perform the essential functions of the job.
- D. A pre-employment medical examination shall not be required unless it is a bona fide occupational qualification (BFOQ). Employment-related tests which measure the impact of an applicant's disability rather than the applicant's ability to perform the essential functions of a job are also illegal. An applicant with a disability shall have equal access to job interviews and tests.
- E. A reasonable accommodation is any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for an individual with a disability to enjoy an equal employment opportunity. A reasonable accommodation need not be the best accommodation available, as long as it is effective for the purpose. The University is not required to provide an accommodation that is primarily for personal use.
- F. Generally, it is the obligation of an individual with a disability to request a reasonable accommodation.
- G. A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without the accommodation, s/he may not be qualified for the job.

2.0 Definition

- A. Disabled- A person with a disability is any person who has a physical or mental impairment that substantially limits a major life activity (seeing, hearing, speaking, breathing, walking, performing manual tasks, caring for oneself, learning or working). The ADA also protects people who have a record of a disability, or who are "regarded" as having a disability, or who are "related to or associated with" a person with a disability.
- B. Essential Functions - The basic job duties that an employee must be able to perform with or without a reasonable accommodation.
- C. Reasonable Accommodation - A change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a job or to enjoy the benefits and privileges of employment equal to those enjoyed by all other employees.
- D. Undue Hardship - A reasonable accommodation becomes an undue hardship when it is unduly, extensive, substantial, disruptive or would fundamentally alter the nature or operation of the business. A business is not required to provide a reasonable accommodation if it would cause an undue hardship.

3.0 Responsibilities

Responsibility of reasonable accommodation falls under the Office of Equal Opportunity Programs. The Office of Equal Opportunity Programs is responsible for ensuring that employment at the University, as prohibited by state and federal statutes, continues to be on the basis of qualification without regard to race, religion, color, age, sexual harassment, sex, disability, national origin and veteran status.

4.0 Procedures

4.1 General Procedures

- A. To file a request for a reasonable accommodation, the employee shall complete and submit the Voluntary Self-Disclosure Statement form (Exhibit _____) to the Office of Equal Opportunity Programs. Appropriate medical documentation must be submitted with the form.
- B. The ADA Coordinator will contact the employee to acknowledge receipt of the Voluntary Self-Disclosure Statement form and, if necessary, gather additional information. The ADA Coordinator also will contact the appropriate administrator of the area/department unit where the employee works.
- C. The appropriate University departments will finalize the arrangements for accommodations that are reasonable.

5.0 Records