

## **The Americans with Disabilities Act of County College of Morris Employee Policy**

### **POLICY STATEMENT**

The County College of Morris is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). The College prohibits discrimination against any student\*, employee or job applicant on the basis of physical or mental disability. The College will provide reasonable and appropriate accommodations to enable employees to participate in the life of the campus community. Employees with disabilities are responsible for reporting and supplying documentation verifying their disability as described below.

\* Student disability information is contained within the Student Development Policies.

### **NOTIFICATION REQUIREMENTS AND SERVICE CRITERIA**

**Self-Disclosure:** All employees seeking accommodation under section 504 of the Rehabilitation Act of 1973 et. Seq. or the Americans with Disabilities Act must self-identify with the Human Resources Department. For accommodations, a request must be submitted to the Vice President of Human Resources/ADA Officer.

**Documentation:** It is the responsibility of employees to submit documentation of physical, medical, emotional or learning disabilities from qualified and licensed medical or testing personnel. Documentation of disability must be provided by a doctor or other medical professional with training and expertise related to the particular medical condition identified. The diagnostic report must be submitted on official letterhead with name(s), title(s), professional credentials, address, and telephone/number of the person providing the documentation. All reports must be signed and dated. Expenses incurred in obtaining the professional verification are the individual's responsibility. Documentation should be forwarded to the Human Resources Department, Henderson Hall Room 106, to the attention of the Vice President of Human Resources/ADA Officer.

### **REASONABLE ACCOMMODATION**

County College of Morris has adopted the following as established by the U.S. Equal Employment Opportunity Commission:

A qualified employee or job applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- Job restructuring, modifying work schedules, reassignment to a vacant position;

- Acquiring or modifying equipment or devices, modifying physical examinations, training materials, or policies.

The College is required to make an accommodation to the known disability of a qualified job applicant or employee if it would not impose an “undue hardship” on the operation of the College. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the size, financial resources and the nature and structure of the College’s operation.

The College is not required to lower quality or operational standards to make an accommodation, nor is the College obligated to provide personal use items such as glasses or hearing aids.

Job applicants may not be asked about the existence, nature or severity of a disability. Job applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned contingent on the results of a medical examination, but only if the examination is required for all entering employees in similar jobs. Medical examinations of employees must be job related and consistent with the academic and operational needs of the College.

Employees covered under this policy should refer to the County College of Morris ADA Procedure for instructions on how to request an accommodation; and to the County College of Morris Non-Discrimination Policy for information on reporting and investigating complaints of discrimination.