Policy ID:	ADM-HUM-34 Minor Revision 4 Status: C
Title:	Americans With Disabilities Act Policy Statement
Description:	Americans With Disabilities Act Policy Statement
Category:	Human Resources
Applies to:	Staff,Faculty,Student
Contact:	Human Resources
Purpose:	The University of Central Oklahoma is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA").

Policy Statement:

U.S. Department of Justice — Americans with Disabilities Act

The University of Central Oklahoma is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the University's policy not to discriminate against any otherwise qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability. Consistent with this policy of nondiscrimination, the University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the University aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the University.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor and Employee Relations and Development in the Offices of Human Resources. The University of Central Oklahoma encourages individuals with disabilities to request reasonable accommodation.

Procedure for Processing an ADA Accommodation Request

On receipt of an accommodation request, a representative from the Offices of Human Resources will meet with the employee and supervisor to discuss and identify the precise limitations resulting from the disability and the potential accommodation the University might make to help overcome those limitations.

The University will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the University's overall financial resources and organization, and the accommodation's impact on the operation of the University, including its impact on the abilities of other employees to perform their duties, and on the University's ability to conduct business.

The University of Central Oklahoma will inform the employee of its decision on the accommodation request, and if approved, on how to make the accommodation. If denied, the employee will be advised of their right to appeal the decision by submitting a written statement explaining the reason(s) for the request to the Office of Legal Counsel. That decision is final. The University will continue to engage in an "interactive process," including discussions with the employee about other accommodations that may facilitate the employee's performance of the essential functions of his or her job.

An employee or job applicant who has questions regarding this policy, or who wants to request an accommodation, or believes he or she has been discriminated against based on a disability should notify Employee Relations and Development in the Offices of Human Resources. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Glossary of Terms:

Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

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