



Lehigh University Human Resources Policy

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| Policy Number: | 302 |
| Effective Date: | 5/1/2003 |
| Revisions: | 1/1/2009 |
| Applicability: | All Exempt and Nonexempt Staff Members |

DISABILITY ACCOMMODATION POLICY

Purpose:

Policy on ensuring equality of access for individuals with disabilities

Policy:

Introduction

Lehigh University is committed to diversity and nondiscrimination, and supports the full employment of qualified individuals with disabilities in its workforce in accordance with state and federal laws and regulations, including Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

This policy applies to exempt and nonexempt staff members. Faculty requests for accommodations should be directed to the Administrative Director, Provost's Office. Student requests should be directed to the Assistant Dean of Students, Academic Support and/or to the Associate Dean of Students, Academic Support.

Policy

To ensure equality of access for individuals with disabilities, the University will provide reasonable accommodations, including auxiliary aids, to enable staff members to perform the essential functions of their jobs and to participate in all University programs and activities. Individuals applying for staff positions can request reasonable accommodation in connection with the application process.

Staff Members shall initiate requests for any desired disability-related workplace accommodation by contacting Human Resources (HR), either orally or in writing. The University will take such requests seriously. Staff members shall direct their requests for accommodation to the Manager of Employee Relations and Workplace Learning and Performance (primary contact) or Human Resources Associate for Workplace Learning and Performance (secondary contact).

Supervisors shall immediately notify HR of any staff accommodation request brought to their attention. Supervisors shall also implement reasonable accommodations that HR recommends, keep the disability

request confidential, and monitor any interactions with the requesting individual to ensure that such interactions are not legitimately construed as retaliatory.

Human Resources

Human Resources (HR) shall:

- Inform applicants and employees of the disability accommodation request process;
- Coordinate requests for disability accommodations;
- Refer employees to appropriate offices for assistance in evaluating their requests;
- Oversee the disability accommodation process for employment-related requests;
- Provide advice, guidance, and assistance in ADA accommodation requests, including determining what type of medical documentation is necessary;
- In consultation with the supervisor, other appropriate offices, and other resources as needed, decide if requested accommodations are appropriate and effective.

HR also provides information relating to the employment provisions of the ADA and employer obligations, including issues of employment discrimination based on disability status.

HR may also be contacted for resources for obtaining technical and assistive equipment for disability reasonable accommodations, as well as information on funding options for disability accommodations.

Employee Assistance Program (EAP)

The **EAP** is responsible for providing confidential counseling to employees who seek assistance in resolving concerns, including work-related concerns.

Lehigh University provides employee assistance via the confidential services of Integrated Behavioral Health (IBH). IBH will refer employees with disability accommodation requests or concerns to Human Resources. Website: <http://www.ibhcorp.com> [username: **Lehigh**; password: **univ03**].

Additional Information and Forms

For additional information about the process, to access the forms, and to obtain links for suggestions and resources for accommodations, refer to the [*Manual for Disability Accommodation for Staff*](#).

Keywords: Disability, Accommodation, ADA