

III:04:06 EMPLOYEES WITH DISABILITIES REQUESTING ACCOMMODATIONS

The purpose of this policy is to ensure that qualified employees with disabilities are provided with the accommodations necessary to perform their jobs. Volunteer State Community College will provide appropriate and reasonable accommodations to employees with disabilities in accordance with the ADA and the EEOC's guidelines.

The VSCC employee procedures for reasonable accommodations are as follows:

- The employee must request an accommodation/accommodations be provided. The request should be made to the employee's immediate supervisor. If the employee and supervisor cannot work out a suitable accommodation on an informal basis, then the employee should contact the ADA Coordinator and submit documentation of the qualifying disability.
- Documentation can include sources from medical, educational, psychological and/or other evaluative information.
- The documentation will be maintained by the ADA Coordinator. It will remain totally confidential and separate from personnel files.

Volunteer State Community College will make every effort to make reasonable modifications. Accommodations will be determined on a case-by-case basis. In many cases, a common-sense approach will be used to ensure the independence and dignity of the employee.

Accommodations may include making offices accessible and usable, restructuring jobs, modifying work schedules, acquiring or modifying equipment or devices, providing readers, interpreters or reassigning an employee to a vacant position. VSCC is not required to provide the specific requested accommodation. The institution is required to consider the employee's first preference but can offer a suitable alternate. The employee has the right to refuse the accommodation. The employee should notify the ADA Coordinator if the approved accommodation is not implemented as approved.

Employees who believe they are not being provided with the accommodations to which they are entitled or who otherwise believe they have been discriminated against based on their disability should contact the ADA Coordinator.

VSCC Source: Former III:05:08, July 15, 1995, President; November 1, 2007, President