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NUMBER: 5-34

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REFERENCE: Board Rule 2.02 and 2.05

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Lake-Sumter State College seeks to provide job applicants and employees with disabilities equal access/equal opportunity to College programs, activities, and employment.

The Associate Vice President of Human Resources and the Vice President of Facilities Planning are jointly responsible for implementation of this procedure for job applicants and employees. The responsible College officials should strive to expedite the process whenever possible.

This policy applies to all employees and job applicants.

The College will provide reasonable accommodations, upon request, under the terms of the Americans with Disabilities Act (ADA), the American with Disabilities Act Amendments Act (ADAAA), or Section 504 of The Rehabilitation Act of 1973, unless doing so poses an undue hardship on the College. Under the ADA Section 504, the term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more major life activities of such individual, a record of such an impairment, or being regarded as having such an impairment.

Applicants should contact the Human Resource Department for assistance during the hiring process.

- a. Qualified employees needing accommodation to perform the essential functions of their position should speak with the Associate Vice President of Human Resources
- b. The accommodation process must be interactive to be effective. The person applying for the accommodation will be asked to present a written request for accommodation, including proof of the disability (if it is not apparent), and ideas for workable accommodations. The College official may also suggest other options for accommodation.

- c. Because the College of Social Work must fully understand both the nature and extent of the disability to be accommodated, the College of Social Work may request further disability-related information from the person's healthcare provider, or another physician at