

Policy # 53004

AMERICANS WITH DISABILITIES (ADA) – EMPLOYEE REASONABLE ACCOMODATIONS

Effective Date: January 15, 2008

Revised Date: September 1, 2007

Responsible Office: Human Resources/EEO/

Wage & Salary

Division: President

I. PURPOSE/OBJECTIVE

To provide a clear and strong statement regarding the University's compliance with the Americans With Disabilities Act of 1990 and the Rehabilitation Act of 1973 and to authorize implementation and dissemination of the guidelines and procedures for the enforcement of this policy.

II. STATEMENT OF POLICY

It is the policy of Grambling State University (GSU) to fully comply with the reasonable accommodation requirements of the Americans With Disabilities Act of 1990 and the Rehabilitation Act of 1973. Under the law, our institution must provide reasonable accommodations to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. GSU is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at GSU. GSU provides reasonable accommodations as follows:

- A. when an applicant with a disability needs an accommodation in order to be considered for a job;**
- B. when an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and**
- C. when an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.**

GSU will process requests for reasonable accommodations and where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner.

In order to effectuate this policy, the President has designated the Equal Employment Opportunity/Wage & Salary Officer with the administrative responsibility for the program. Persons needing reasonable accommodations provided by the Americans

ADA-REASONABLE ACCOMMODATIONS POLICY

With Disabilities Act or the Rehabilitation Act of 1973 should contact the Equal Employment Opportunity/Wage & Salary Office.

Links: [GSU – ADA Web Policy & Documents](#)