

SALEM STATE UNIVERSITY

**POLICIES FOR REASONABLE
ACCOMMODATION FOR
PERSONS WITH DISABILITIES**

IDENTIFICATION OF INSTITUTIONAL OFFICERS

FOR PURPOSES OF THESE PROCEDURES, CURRENT INSTITUTIONAL OFFICERS ARE AS FOLLOWS:

MS. LISA BIBEAU, DIRECTOR, OFFICE FOR STUDENTS WITH DISABILITIES, (978)542-6217

MR. JOE KELLEHER, STAFF ASSOCIATE, OFFICE FOR STUDENTS WITH DISABILITIES, (978)542-7046

MRS. BETH MARSHALL, ASSISTANT VICE PRESIDENT, HUMAN RESOURCES & EQUAL OPPORTUNITY

MRS. PATRICIA BRADFORD, ASSOCIATE DIRECTOR OF HUMAN RESOURCES & EQUAL OPPORTUNITY

CONTACTS EFFECTIVE: JULY 1, 2009

SALEM STATE UNIVERSITY

POLICIES FOR REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Salem State University is committed to providing equal access to employment and educational opportunities for otherwise qualified persons with disabilities. The University recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services, activities and employment.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

1. Individual with a Disability. An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Major life activities are activities that an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.

2. Qualified Individual with a Disability. A qualified employee or applicant with a disability is someone who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position. A qualified student with a disability is someone who possesses the skills necessary to complete the essential academic requirements of a course and/or degree program, with or without reasonable accommodation.

The essential functions of a position are those job duties that are primary or intrinsic, not marginal or incidental, to a given position. Job duties are the tasks that must be accomplished, not the manner in which they are accomplished.

The essential academic requirements of a course and/or degree program are the knowledge and skills that must be acquired and demonstrated in order for

a student to successfully meet the learning objectives of the course or degree program.

3. Reasonable Accommodation. Modifications or adjustments to an application process, job, work environment, the way in which work is customarily performed, or a course of study that permit a qualified individual with a disability to perform the essential functions of a position or to enjoy the benefits and privileges of employment or education equally with persons without disabilities.

Reasonable accommodations in employment may include, but are not limited to: making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; acquiring or modifying equipment or devices; and providing qualified readers or interpreters. The University is not required to lower production standards to make an accommodation and is not obligated to provide personal use items, such as eyeglasses or hearing aids.

Reasonable accommodations in education may include, but are not limited to: in-class aids, such as note takers; extended time for examination; quiet rooms or alternate locations for testing; alternatively formatted testing; alternatively formatted textbooks and other course materials; and/or access to assistive technology. Possible course reductions or substitutions on the basis of a disability will be carefully evaluated. Students with disabilities must meet the essential requirements of all academic degree programs.

4. Undue Hardship. The University is required to make reasonable accommodations to qualified individuals with disabilities unless doing so would impose an undue hardship on the operation of the University's business. Undue hardship means an action that requires significant difficulty or expense when considered in relation to factors such as a business' size, financial resources, and the nature and structure of its operation.
5. Interactive Process. State and federal laws define the "interactive process" as an on-going communication between an employer and an applicant or employee with a known disability in an effort to provide reasonable accommodation. Both the employee and the employer must engage in the interactive process. The employee and employer must communicate directly with each other to determine essential information and neither party can delay or interfere with the process. In order to be effective, the process should include the Office of Human Resources & Equal Opportunity, the employee, the employee's supervisor, and the employee's health care provider.

EDUCATION OF PERSONS WITH DISABILITIES

Salem State University will examine all existing admissions, student support and other student life policies, practices and facilities to assure that they do not disparately treat or impact otherwise qualified persons with disabilities. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing financial constraints.

In accordance with the requirements of state and federal law, Salem State University will provide necessary reasonable accommodations, auxiliary aids and academic adjustments (including support services) to otherwise qualified students with disabilities to assure equal access to its programs, facilities and services. Reasonable accommodations will also be afforded to applicants for admission who have a disability to enable them to adequately pursue all opportunities for enrollment in the University's programs of study.

EMPLOYMENT OF PERSONS WITH DISABILITIES

Salem State University will examine all existing employment policies, practices and facilities to assure that they do not disparately treat or adversely impact otherwise qualified persons with disabilities. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing financial constraints.

In accordance with the requirements of state and federal law, and through the interactive process, the Salem State University will afford reasonable accommodations to any otherwise qualified employee with a disability to enable the employee to perform the essential functions of the job. Reasonable accommodations will also be afforded to applicants for employment who have a disability to enable them to adequately pursue a candidacy for any available positions.

PROCESS BY WHICH TO REQUEST ACCOMMODATIONS

I. STUDENTS

A student seeking reasonable accommodation for a disability or seeking academic aids and adjustments must contact the Office for Students with Disabilities at (978) 542-6217. The office is located on the first floor of Meier Hall, Room 102. Students wishing accommodations, aids or adjustments must provide documentation as requested by the Office for Students with Disabilities.

II. EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

1. An employee seeking reasonable accommodation for a disability must contact the Associate Director of Human Resources & Equal Opportunity at (978) 542-6078 to request the accommodation. An employee wishing an accommodation must provide documentation of disability as requested and complete Salem State University "*Statement of Workplace Needs*" form.

INSTITUTIONAL COMPLAINT PROCEDURES

Salem State University has established specific internal complaint procedures to help resolve claims and complaints of discrimination, discriminatory harassment, and retaliation in its programs and on its campus. These procedures will also specifically address claims and complaints of failure to accommodate or to provide appropriate auxiliary aids and academic adjustments for a person with disabilities as prescribed by the Americans with Disabilities Act (ADA), the Rehabilitation Act, and Massachusetts General Laws Chapters 151B and 151C. The Discrimination Complaint Procedures serve as a system of review and resolution for both informal claims and formal complaints of disability discrimination. Any applicant for employment or admission, or any member of the University Community who believes that he or she has been a victim of disability discrimination may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedures. Further advice or information may be obtained by contacting the Assistant Vice President of Human Resources & Equal Opportunity or the Associate Director of Human Resources & Equal Opportunity.