



## ADA REASONABLE ACCOMODATIONS PROCEDURES

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### Procedure - Employees/Applicants/Employees Seeking Promotion

Individuals who wish to request a reasonable accommodation shall contact the Director of Human Resources. In consultation with the individual, the Director of Human Resources will:

1. Discuss the purpose and essential functions of the particular position involved. Completion of a job analysis may be necessary.

In order to be considered for job and promotional opportunities, the individual must:

- Satisfy job requirements for educational background, employment experience, skills, licenses and any other qualifications that are job related.
- Be able to perform those tasks that are essential to the job with or without a reasonable accommodation.

Essential job functions: The system office, college or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

- The accommodation would impose an undue hardship on the system office, college or university; or
- The individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or
- Having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.

2. Determine the precise job-related limitation;
3. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job; and
4. Select and implement the accommodation that is most appropriate for both the employee and the employer. While an individual's preference will be given consideration, Central Lakes College is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.

Documentation: Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure. The employee is responsible for securing the necessary documentation from his/her medical provider to assist in making the determination of whether a qualified disability exists.

In making the determination of an appropriate accommodation, the supervisor, the State ADA Coordinator and the bargaining unit representative may also be contacted to discuss the request.

If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the College, a reassignment may be considered for current employees. The Director of Human

Resources may first look for a vacant position equivalent to the one presently held by the employee in terms of pay and other job status. If the employee with the disability is not qualified for such a position, the College may reassign the employee to a lower graded vacant position for which the employee is qualified, as a reasonable accommodation.

Central Lakes College is not required to create a new job or to bump another employee from a job in order to provide a reassignment as a reasonable accommodation.

The College is committed to providing equal opportunities for persons with disabilities. Central Lakes College ensures that no otherwise qualified disabled person will be denied access to College programs and activities because of their disability. The College is not only concerned with campus accessibility but also concerned with the rights of individuals with a disability to work, study, and/or live an environment free from discrimination.

