

## 6.6 JSU POLICIES FOR INDIVIDUALS WITH DISABILITIES

JSU is committed to providing equal access and reasonable accommodations to qualified persons with disabilities on an individual and flexible basis. Requesting an accommodation or identifying oneself as having a disability is voluntary, although an individual seeking an accommodation has a responsibility to seek available assistance and to make their needs known through the Center for Support Services for Students and Employees with Disabilities ("Support Services").

Support Services is the JSU office charged with receiving and storing disability-related information which is submitted in connection with making a request for accommodations. Individuals seeking accommodations have the right to have their disability-related information kept confidential from individuals outside the University or from disclosure to persons without a need-to-know, unless where required or permitted by law. Disability-related records submitted by employees to Support Services will be retained for a minimum of three years after the expiration of the employee's employment.

It is JSU's policy not to discriminate against qualified individuals with disabilities in its hiring or employment practices. Toward this purpose, the University will engage in a process whereby reasonable accommodations can be secured when required by applicable law including Section 504 of the Rehabilitation Act of 1973 as well as provisions of the Americans with Disabilities Act, if applicable.

Individuals seeking an accommodation must self-identify with the Support Services, and follow the University's published procedures for obtaining reasonable accommodations, auxiliary aids, or other related services. These procedures require self-identification with Support Services, completing a Request for Services Form, engaging in an interview with the ADA Coordinator, and providing supporting documentation from a licensed healthcare provider which demonstrates how a diagnosed disability results in an impairment which significantly limits a major life activity. The cost of obtaining documentation is the individual's responsibility. The accommodation process is an interactive and individualized process where communication between the ADA Coordinator and the individual is necessary. For disabilities which are not clearly permanent, a request for accommodations should be submitted at least annually.

For individuals who qualify, the University will first consider the accommodation requested by the person. If the request is reasonable, the ADA Coordinator will communicate with University individuals in an effort to achieve the accommodation. The University may select among equally effective accommodations, or it may refuse to provide an accommodation that imposes a fundamental alteration of a University program or activity, or which imposes an undue financial or administrative burden on the University.

Supervisors have a responsibility to work with the ADA Coordinator to effectuate reasonable accommodations when necessary. When an employee discloses a disability and requests assistance, that person should be referred to Support Services. If an accommodation recommended by the ADA Coordinator would cause a fundamental alteration of the essential elements of a program or activity, then supervisors or department heads should bring this to the attention of the ADA Coordinator immediately. In this event, an alternative accommodation should be provided to ensure reasonable accommodations are provided.

Employees shall refrain from any retaliation against an individual who requests an accommodation or advocates for accessibility. If a staff employee believes he or she is being discriminated or retaliated against due to their disability, they should contact the Division of Human Resources. If the matter is not

resolved informally, the employee may submit a complaint as set forth under the JSU staff complaint or grievance procedures. Students should report any discriminatory or retaliatory conduct to the Division of Student Life. JSU endeavors to provide and achieve equal opportunity in employment as well as educational programs or activities.