

Disability and Workplace Accommodation

PURPOSE: The Americans with Disabilities Act (“ADA”) and the ADA Amendments Act (“ADAAA”) are federal laws that require employers with 15 or more employees to not discriminate against employees, applicants and individuals with disabilities including pregnant employees, applicants and individuals. When needed, the College must provide reasonable accommodations to employees and applicants who meet the qualifications of a position, with or without reasonable accommodations, so that they may perform the essential job functions

- Undue hardship: An action requiring significant difficulty or expense by the College. In determining whether an accommodation would force an undue hardship on the College, factors to be considered include:
 - o The nature and cost of the accommodation.
 - o The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
 - o The overall financial resources of the College; the size, number, type and location of facilities.
 - o The type of operations of the College including the composition, structure and functions of the workforce; administrative or fiscal relationship of the facility involved in making the accommodation to the employer.
- Essential functions of the job: Those job activities that are determined by the College to be critical to performing the job; these functions cannot be altered.

The examples provided in the above definitions are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by this policy.

POLICY STATEMENT: It is the policy of Westminster College to comply with all federal and state laws regarding the employment of persons with disabilities. The College will act in accordance with regulations and guidance distributed by the Equal Employment Opportunity Commission (“EEOC”). It is the College’s policy not to discriminate against qualified individuals with disabilities during the application process, hiring process, promotion process, termination, compensation, training or other terms, conditions and privileges of employment.

PROCEDURES:

Westminster College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be completely removed by reasonable accommodation or if the accommodation creates an undue hardship to the College. All employees are required to abide by the College’s safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until the situation can be evaluated and a decision made regarding continued employment of the employee.

other applicant. Applicants who pose an immediate threat to the health or safety of themselves or other people in the workplace and the threat cannot be eliminated by reasonable accommodation will not be hired.

Contact the Office of Human Resources with any questions or requests for accommodation.