

# University of Scranton

## Reasonable Accommodations for Individuals with Disabilities Policy

Executive Sponsor: Vice President

for Human Resources

Responsible Office: Office of Equity  
and Diversity

Effective Date: November 1, 2019

**Eligibility: This policy applies to employees and applicants for employment. Students should contact the Center for Teaching and Learning if reasonable accommodations are required at <https://www.scranton.edu/academics/ctle/disabilities/index.shtml>.**

### **I. Statement**

The University of Scranton is committed to maintaining an inclusive and accessible environment across its campus. The information contained herein is based on the Americans With Disabilities Act and amendments, the Rehabilitation Act, the Pennsylvania Human Relations Act and University Policy (See Non-Discrimination and Anti-Harassment Policy (<https://www.scranton.edu/equity-diversity/docs/nondiscrimination-antiharassment-policy.pdf>)).

### **II. Purpose**

The University provides reasonable accommodations or adjustments to qualified individuals with disabilities to ensure they are afforded an equal opportunity to participate and benefit from any University program, activity, event, or service. Accommodations or adjustments are made on an individualiz

### **III. Definitions**

#### **Disability:**

A disability is (1) a physical or mental impairment that substantially limits one or more major life activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment.

#### **Discrimination:**

As used in this document, discrimination means any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others, of all human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field. It includes all forms of discrimination, including denial of reasonable accommodations.

#### **Essential Functions:**

Essential functions are the job duties that an employee must be able to perform with or without a reasonable accommodation. Some factors considered when determining essential job functions are whether:

1. The function(s) are required to be performed by all persons in the position.
2. The position exists to perform the function.
3. The expertise and skills required to perform the function(s).
4. The time spent performing the function(s).
5. The position is fundamentally altered if the function(s) is eliminated.

#### **Interactive Process:**

The interactive process is the ongoing process by which the University, through the Office of Equity and Diversity and the employee/applicant engage in a dialogue to determine what, if any, accommodations may be implemented to allow the qualified employee to perform the essentials

### Reasonable Accommodation

Reasonable accommodation means necessary and appropriate change, modification or adjustment that permits a qualified applicant or employee to participate in the job application process, to perform the essential functions of the job, or enjoy benefits and privileges of employment equal to those enjoyed by individuals without disability without imposing a disproportionate or undue burden on the University. Reasonable accommodations are determined on a case-by-case basis.

### Substantially Limits:

An impairment is substantially limiting if an individual is unable to perform a major life activity that the average person in the general population can perform or if it materially restricts the



The impact of the requested accommodation on the performance of the employee's essential function or core work related duties

The financial impact of the requested accommodation

The impact of the requested accommodation on other employees, students or university operations

Any alternative accommodations

Employees will be notified in writing if no reasonable accommodation can be made.

An employee who fails or refuses to participate in the process may be denied a reasonable accommodation.

### **VIII. Planning an Accessible Event**

OED will facilitate access to a sign language interpreter, assistive listening devices, parking, and other auxiliary aids, where needed and appropriate. A request for auxiliary aids must be made at least 10 business days in advance of the event and submitted to [Jennifer.pennington@scranton.edu](mailto:Jennifer.pennington@scranton.edu) .

### **IX. Accessible Parking**

In collaboration with parking services at the Department of Public Safety, OED works to adhere to the requirements of ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)

