

# Polk State College Procedure

Subject	Reference	Date	Number
Accommodation of Disabilities	FS 1000.05, FAC 6A-FAC 6A-19.01 FS 1001.64 DBOT Rules 3.01 & 3.12	8/4/10	6078

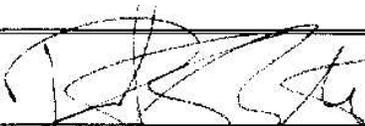
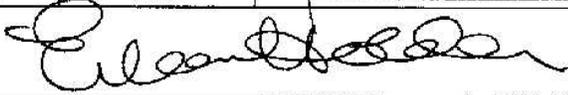
## PURPOSE

1. Polk State College seeks to provide job applicants and employees with disabilities equal access to College activities, and employment. The College will provide reasonable accommodations upon request under the terms of the Americans with Disabilities Act or Section 504 of The Rehabilitation Act of 1973 unless doing so poses an undue hardship on the College. The Directors of Human Resources and Physical Plant are jointly responsible for implementation of this procedure for job applicants and employees. The responsible College officials should strive to expedite the process whenever possible.
  - A. Disabled employment applicants should contact the Human Resource Department for assistance in the hiring process.
  - B. Qualified employees needing accommodation to perform the essential functions of their position should speak with the Director of Human Resources or the Director of Physical Plant.
2. The accommodation process must be interactive to be effective. The person applying for the accommodation will be asked to present a written request for accommodation including proof of their disability, if it is not apparent, and ideas for workable accommodations. The College official may also suggest other options for accommodation.
  - Because the College official must fully understand both the nature and extent of the disability to be accommodated, the College official may request further disability related information from the disabled person's healthcare provider or another physician at the College's expense. The College official may also consult with the responsible vice president, dean, supervisor, affected faculty or staff, and/or outside agencies with accommodation expertise as appropriate. Through discussion, the College official will try to work out a mutually acceptable accommodation that does not pose an undue hardship on the College.
3. Once the need for accommodation and the various options has been evaluated, the College official will present her/his choice of the available effective reasonable accommodations to the person with a disability or a written explanation as to why all the available options place an undue burden on the College.
  - A. If the person with a disability accepts the offered accommodation, the responsible College official will implement it as soon as possible.

- B. If the offered accommodation is refused or no accommodation that does not impose an undue burden on the College is available, the process is ended after the applicant for accommodation is informed and given a chance to respond.
- 4. All things being equal, the College official will choose an option suggested by the person with the disability. However, nothing in this procedure or applicable law prevents the College from offering an accommodation of its choosing if it is effective and offers significant savings in cost or ease of implementation.
- 5. Employees and applicants who feel they have been denied accommodation unfairly may use the College's grievance procedure to seek relief.

**History:** Adopted: 6/22/04  
 Revised: 8/4/10

**Distribution:** All Holders of PSC Procedure Manual  
 All Faculty

	8/4/10		8/4/10
<u>Executive Responsible for Procedure</u>	<u>Date</u>	<u>President's Staff Member's Approval</u>	<u>Date</u>
			8/4/10
<u>President's Approval</u>			<u>Date</u>