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# ADA Program for Faculty, Staff and Visitors

## Millersville University ADA Coordinator for Faculty, Staff and Visitors

Director of Health & Safety  
Millersville University  
Dilworth Building  
20 Dilworth Road  
Millersville, PA 17551  
Phone: 717-871-4950  
Fax: 717-871-7950  
[human\\_resources@millersville.edu](mailto:human_resources@millersville.edu)

## Other ADA Resources

### Housing & Residential Programs

Housing & Residential Programs  
Millersville University  
PO Box 1002  
Millersville, PA 17551  
Phone: 717-871-4200  
Fax: 717-871-7965  
[housing@millersville.edu](mailto:housing@millersville.edu)

### Maintenance Operations

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Director of Physical Plant & Technical Operations  
Millersville University  
P.O. Box 1002  
Millersville, PA 17551  
Phone: 717-871-7875  
Fax: 717-871-7245  
[facilities@millersville.edu](mailto:facilities@millersville.edu)

## Crisis Counseling Contact Information

**State Employee Assistance Program (S.E.A.P.)**  
Phone: 1-800-692-7459

# When to Contact the ADA Coordinator

## As an applicant or employee:

- If you are unsure whether your medical condition (physical or mental) is covered under the ADA.
- If you have questions about your rights and responsibilities under the ADA.
- If you need assistance with the accommodation process.
- If you have concerns about discrimination, harassment, or retaliation based on disability or the need for accommodations.

## As a supervisor:

- As soon as you become aware of a disability-related employment matter or an employee requests an accommodation.
- If you are unsure whether a disability may be present (do not ask the applicant or employee).
- To send a copy of medical information or documentation that is needed for ADA purposes.
- In order to make a decision to approve, modify, or deny an accommodation request, as required by the MU disability accommodation policy.
- Before imposing disciplinary action, up to and including termination, when there is a disability or a perceived disability.
- If you want the ADA Coordinator to give a presentation to supervisors in your unit or department.

## Definitions and Requirements of the ADA Law

### What Do ADA Employment Provisions Require?

Employment provisions of the ADA require good faith efforts by an employer and an employee who is a qualified individual with a disability to identify reasonable accommodations that permit the employee to perform the essential functions of the position.

### What does the ADA cover?

Employment  
Access to facilities, programs, services, activities  
Telecommunications  
Transportation  
Other miscellaneous provisions

**Who is an individual with a disability?** An individual who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who,

with or without reasonable accommodation, can perform the essential functions of a job. The ADA definition of an individual with a disability is very specific. A person with a "disability" is an individual who:

- has a physical or mental impairment that substantially limits one or more of his/her major life activities
- has a record of such an impairment; or
- is regarded as having such impairment.

The **ADA Amendments Act of 2008** which became effective January 1, 2009 provides further clarification. The ADA law also covers people who experience discrimination based on a *perception of impairment* regardless of whether the individual experiences the disability. It also provides that reasonable accommodations are only required for individuals who can demonstrate they have an impairment that substantially limits a major life activity, or a record of such impairment.

### **Who is a “qualified individual with a disability”?**

An individual with a disability whose experience, education, and/or training enable the person, with reasonable accommodation, to perform the essential functions of the job.

### **What are major life activities?**

To be a disability covered by the ADA, impairment must substantially limit one or more major life activities. These are activities that an average person can perform with little or no difficulty. The ADA Amendments Act of 2008 provides clarification of what is a “major life function”: The Act lists *major life activities*, rather than leaving that phrase open to interpretation as was the case with the ADA act of 1990. The non-exhaustive list of major life activities in § 4(4)(a) includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. The act also lists *major bodily functions* including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

### **What is “substantially limits?”**

Impairment is only a “disability” under the ADA if it substantially limits one or more major life activities. An individual must be unable to perform, or be significantly limited in the ability to perform, an activity compared to an average person in the general population. The regulations provide three factors to consider in determining whether a person’s impairment substantially limits a major life activity:

- its nature and severity;

- how long it will last or is expected to last;
- its permanent or long term impact, or expected impact.

The amended law prohibits the consideration of mitigating measures such as medication, prosthetic, and assistive technology, in determining whether an individual has a disability (standard contact lenses and eyeglasses are still considered in assessing disability status).

### **What is “reasonable accommodation”?**

Any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for an individual with a disability to enjoy an equal employment opportunity.

This obligation to provide a reasonable accommodation applies to all aspects of employment. This duty is ongoing and may arise any time that a person's disability or job changes.

An employer must make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless it can show that the accommodation would cause an undue hardship on the operation of its business. An employer does not have to make an accommodation for an individual who is not otherwise qualified for a position.

Some examples of reasonable accommodation include:

- making existing facilities used by employees readily accessible to, and usable by, an individual with a disability
- job restructuring
- modifying work schedules
- acquiring or modifying equipment or devices
- adjusting or modifying examinations, training materials, or policies
- providing qualified readers or interpreters

An employer is not required to lower quality or quantity standards to make an accommodation. Nor is an employer obligated to provide “personal” use items, such as glasses or hearing aids, as accommodations.

A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without the accommodation, s/he may not be qualified for the job.

**What is an “undue hardship”?** It is an accommodation which is “excessively costly, extensive, substantial, or disruptive, or that which would fundamentally alter the nature or operation of the business.”

In determining undue hardship, factors to be considered include the nature and cost of the accommodation in relation to the size, the financial resources, the nature and structure of the employer's operation, as well as the impact of the accommodation on the specific facility providing the accommodation.

An employer is not required to provide an accommodation if it will impose an undue hardship on the operation of its business. If the cost of an accommodation would impose an undue hardship the individual with a disability will be given the option of providing their own accommodation.

### **What is “Discrimination or Harassment”?**

Under this policy, the university definition of discrimination is intended at all times to be construed in accordance with applicable laws. As such, discrimination is generally defined as actions taken based upon the factor of a person's race, gender, national origin, religion, age, disability, or other protected-class status. There are generally two types of discrimination recognized: disparate treatment and disparate impact. Disparate treatment involves a person being treated differently because of protected-class status. Disparate impact discrimination involves a practice that has a great negative effect on members of a particular protected class than those not in the protected class.

## **How Applicants for Employment Request Accommodations**

All applicants who are invited for interviews will be informed of the University policy to provide reasonable accommodation for applicants and employees with disabilities. They will be informed that they can request accommodation for interviews and be informed how to make the requests.

The following paragraph will be added if a letter is used as part of the interview scheduling process: It is the policy of Millersville University to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodations to interview because of a disability, please call 717-871-4950.

If all interview arrangements are made by phone, this information will be given as part of the phone conversation.

If applicants are asked questions regarding their ability to perform required job duties, all applicants shall be asked the same questions. This question shall be prefaced with a statement regarding the University's willingness to provide reasonable accommodations as long as the accommodation does not fundamentally alter the person's ability to perform the essential functions of the job. Note: Applicants may not be asked whether or not they have a disability.

If an applicant indicates during the interview process that he or she has a disability,

follow-up questions regarding possible accommodations may be pursued.

Qualified applicants cannot be denied employment solely on the basis of a need to request a reasonable accommodation. However, if an applicant who receives a tentative job offer cannot reasonably be accommodated, the offer must be rescinded.

Applicants who have received job offers will make accommodation requests using the Millersville University disability Accommodation Request Form.

## **How Current Employees Request Accommodations**

Employees will be told about their right to request reasonable accommodations:

- during the orientation for all new employees;
- during regular job performance reviews with their supervisors so that they may update the university of their disability status;
- through the distribution of this policy

In addition, if a supervisor becomes aware of a performance issue in meeting with the employee to discuss the performance issue, the supervisor can tell the employee about his/her right to request reasonable accommodations under the ADA.

All requests for reasonable accommodations must be in writing using the Millersville University Disability Accommodation Request Form. Copies can be obtained from the Human Resource Office, Dilworth Building, 20 Dilworth Road, 717-871-4950, or on the Human Resources web page.

## **Confidentiality and Disability Accommodations**

Initially, the employee submits their confidential Disability Accommodation Request Form to their supervisor to engage in an interactive good faith effort to identify reasonable accommodations.

The supervisor reviews the request and discusses it with the Director of Health & Safety for action for approval.

The employee disability and accommodation are confidential; therefore, your supervisor may not disclose this information to co-workers and staff.

If you discuss your disability or accommodations with co-workers and staff, your supervisor's ability to maintain confidentiality is compromised. If you transfer, are promoted, or are reinstated to a position in a different division or office, the Director of Health & Safety or your supervisor will not forward information about your disability or any recommendations that were provided. Therefore, if you need accommodations in the new position, you need to advise your new supervisor.



## **Providing Confidential Medical Information**

You may be required to provide confidential medical information that allows the University to:

- verify a disability;
- determine restrictions and accommodation recommendations related to performance of essential functions of your job;
- verify the need for, timing of, and length of a medical leave.

Confidential medical information may not be maintained in your MU personnel file.

If you submit confidential medical information and documentation to your supervisor, the original must be forwarded to the Director of Health & Safety.

All confidential medical information/documents are covered by the ADA regardless of the source.

## **The Decision-Making Process**

An employee who wants to request an accommodation fills out the Millersville University Disability Accommodation Request Form and gives it to his or her supervisor.

The supervisor reviews the request and discusses it with the Director of Health & Safety or designee. If the request is straightforward and does not involve significant issues or expenses, the Director of Health & Safety or designee will approve the request. If the request involves issues which are more complex or involve a major budget commitment, the Director of Health & Safety or designee may do any or all of the following:

- Meet with the employee and the supervisor to get more information concerning the request.
- Consult with the supervisor and personnel specialist to determine the essential functions of the job.
- Consult with University budget and purchasing specialists.
- Consult with an outside expert on reasonable accommodations and the ADA law
  
- With the employee's permission, consult with any medical or rehabilitation specialists who may be working with the individual.

The employee will be informed of the University's decision regarding the accommodation request within 20 working days. If the 20-day limit cannot be met, the Director of Health & Safety or designee will meet with the employee to agree on a reasonable time limit. The employee will be informed of the decision regarding the

accommodation request in writing, using the Millersville University Disability Accommodation Request Form

Distribution of the request form is:

- Original to the employee;
- Copy 1 to the employee personnel file (no medical records in the personnel file);
- Copy 2 to the employee supervisor

## **Verification of Disability**

Employees may be asked to provide verification of their disability. Factors to be considered when deciding whether or not to request verification include:

- The employees disability status
- The observable nature of the disability
- Expansion on an existing accommodation or previously provided accommodation for which verification was required
- Appropriateness of the request for accommodation

The verification must be provided by an appropriate medical or rehabilitation professional. The employee must bear the initial cost of verification. (Note: This will usually be covered by health insurance.) If the university requests additional verification of the disability, or the disability's impact on job requirements, the university will bear the cost.

## **Determination of Reasonableness**

Factors which should be considered when determining reasonableness include:

- Are the job functions for which the accommodation is required essential to the overall performance of the job?
- Is the applicant or employee otherwise qualified to perform the essential job functions?
- Does the accommodation accomplish the desired result, i.e., allowing the individual to effectively perform the essential functions of the job?
- Will the accommodation adversely affect the productivity or work environment of other employees in the work unit?
- Is the cost of the accommodation feasible within the University's budget?
- Are there other more cost-effective options which will allow the individual to perform the essential functions of the job?

## **Equipment Purchases**

As a general rule, the University will purchase equipment only if it is determined that the use of the equipment is necessary in transaction of its official business. The equipment may not be of a personal nature (for example: eyeglasses, hearing aids, etc.) which the employee can reasonably be expected to provide. In determining whether the purchase of a device should be authorized, consideration will be given to how well the employee could perform the job without the equipment and whether the principal benefit will be better job performance by the employee.

## **Communication**

The employee or applicant will always be the primary person consulted with when determining the most appropriate accommodation.

## **Employees Making Their Own Accommodations**

Employees will be given an opportunity to provide, or arrange for, their own accommodations; for example, using volunteer drivers or readers, or providing their own adaptive equipment. However, the procedures in these policies and guidelines must be followed (written request, approval, etc.) even if employees provide or arrange for their own accommodations. This gives documentation of accommodations and ensures that the accommodations are not disruptive to the workplace.

## **Placement to Other Job Positions**

If an employee with a disability requests an accommodation and the University is not able to make reasonable accommodations, which will allow the individual to continue in his or her current position, the University will explore possibilities for placement in other positions within the University. The movement to another position may be a transfer, a demotion, or change to part-time employment, and must be made in accordance with applicable collective bargaining agreements. While no legal responsibility exists for the University to find an alternative placement outside the University, the employee will be counseled regarding his/her rights to other positions in state employment through the University's Human Resources Office.

Note: Under the Federal Rehabilitation Act, an accommodation is only required to permit an individual to perform his or her particular job. The responsibility to look for

alternative positions is clear in s. 230.37 (2), States: "When an employee becomes physically or mentally incapable of or unfit for the efficient and effective performance of the duties of his [or her] position by reason in infirmities due to age, disabilities, or otherwise, the appointing authority shall either transfer the employee to a position which requires less arduous duties, if necessary demote the employee, place the employee on a part-time service basis and at a part-time rate of pay or, as a last resort, dismiss the employee from the service. The appointing authority may require the employee to submit a medical or physical examination to determine fitness to continue in service...."

## **Evaluating the Effectiveness of the Accommodation**

After accommodations are provided, the employee and his/her supervisor need to evaluate the effectiveness of the accommodation. The Director of Health & Safety or designee may also be involved in this process. If modifications to the accommodation are needed, they should be requested using the procedures outlined in this policy.

## **The Appeal Process**

If an employee disagrees with a decision regarding an accommodation request, he or she has a right to appeal the decision using the following procedure. Applicants do not have access to this procedure. They have the option to follow the usual discrimination complaint procedure (PHRC, EEOC, etc.).

When an accommodation request is denied, or if the complainant disagrees with the outcome, an employee or applicant may, within 30 calendar days, appeal the decision to the Millersville University, Office of Human Resources, Dilworth Building, Room 105, 20 Dilworth Road, 717-871-4950.

All parties to the complaint shall have the opportunity to submit evidence relevant to the complaint. The Office of Human Resources shall conduct a review of all relevant materials and investigate as deemed appropriate by the office.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Executive Director of Human Resources, as the President's designee, to the complainant no later than 30 calendar days after the appeal was filed, or other mutually agreed upon time frame. The Director of Health & Safety shall maintain the files and records related to the complaints filed. The Office of Human Resources shall maintain appeals files.

The right of a person to a prompt and equitable resolution of a complaint filed using this procedure shall not be impaired by the person's pursuit of other remedies such as filing

of a ADA complaint with the responsible state or federal agency. The use of this appeals process should be used prior to the pursuit of other remedies.

## **Due Process**

Due process will be provided, consistent with all collective bargaining agreements.

## **Crisis Counseling**

Complainants, respondents, or those who feel they have been discriminated against or harassed, can obtain crisis counseling services. For students, crisis counseling services are offered by the Millersville University Center for Counseling and Human Development. For faculty and staff crisis counseling services are available through the State Employee Assistance Program (S.E.A.P.) or individual medical providers.

## **Dissemination of This Policy**

Millersville University will make the ADA Policy and ADA information available for all students, faculty, and staff, electronically, on its web site. The availability and process by which a student or faculty/staff person can obtain a hard copy of the ADA policy will be indicated on the web site.

## **Rights of Applicants and Employees**

Applicants and Employees can expect Millersville University to:

- Base all employment decisions on the applicant's or employee's ability to perform the essential functions of a position, with or without accommodations.
- Engage in a good faith effort with the applicant or employee to identify reasonable accommodations.
- Consult with the Director of Health & Safety to make decisions and respond to accommodation requests in a timely manner.

## **Responsibilities of Applicants and Employees**

Applicants and employees of Millersville University should:

- Inform their supervisor (or interviewer MU contact person) of the need for accommodations.
- Ask questions about the ADA law and Millersville University policies and procedures
- Ask for assistance with the ADA accommodation process if you need it
- Employees or applicants must bring appropriate concerns about discrimination, harassment, or retaliation based on disability or the need for accommodations to your supervisors attention or the Director of Health & Safety.
- Interviewers and those involved in the job search process must contact the Director of Health & Safety for assistance if they are unsure whether a disability may be present. In addition, they must refrain from asking if the applicant or employee has a disability.
- Employees must send a copy of medical information or documentation that is needed for ADA purposes to the Director of Health & Safety in a timely manner.
- Supervisors and interviewers/those MU employees involved in the search process must at all times protect the confidentiality of the employee/applicant
- Employees and applicants must contact their supervisor/MU contact/interviewer or the Director of Health & Safety so that a decision to approve, modify, or deny an accommodation request, as required by the MU disability accommodation policy, can be made.
- Employees may only distribute copies of the ADA Accommodation form to authorized offices/individuals as detailed in this policy. All copies of the form must be kept confidential.
- Any other documentation relating to the employee disability or request for accommodation (medical forms, etc.) must be kept confidential.
- Employees and supervisors must adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations which are required to afford equal employment opportunity to qualified disabled individuals. If you are unsure of the ADA law requirements and how to implement them, contact the Director of Health & Safety. You may also request ADA training from the Director of Health & Safety.
- Employees who are determined to be qualified individuals with a disability, within the scope of this policy, may refuse an accommodation. If so, the employee must inform their supervisor and the Director of Health & Safety of the denial immediately upon making the decision to deny.
- Employees must contact the Director of Health & Safety if they would like to schedule training or workshop on the requirements of the ADA law.
- Engage in a good faith effort with your supervisor or the Director of Health & Safety to identify reasonable accommodations.
- Submit an accommodation request form to your supervisor.
- Follow procedures in the Millersville University ADA and disability accommodation policy.
- Provide medical verification and accommodation recommendations from a treating specialist to your supervisor or Director of Health & Safety when needed.
- Meet essential performance and attendance standards after reasonable accommodations are provided.

- Review accommodations periodically to ensure that they are effective.
- Inform your supervisor of a need for a new accommodation or changes to your need for accommodation
- Follow any requirement of the applicable Collective Bargaining Agreement as it relates to accommodations, disability, leave, attendance, work performance, etc.
- Employees must follow the appeals process detailed in this policy if they wish to appeal a decision concerning accommodations.
- Employees must follow the procedures in these policies and guidelines (written request, approval, etc.) even if employees provide or arrange for their own accommodations. This gives documentation of accommodations and ensures that the accommodations are not disruptive to the workplace.
- Employees (interviewers and those involved in the search process) must notify the applicant (those invited for interviews) of the University policy to provide reasonable accommodation for applicants and employees with disabilities. The notification must be in writing or verbal.
- Employees (interviewers and those involved in the search process) must ask all applicants the same questions.
- Employees (Human Resources and/or supervisors) must inform employees about their right to request reasonable accommodations during the orientation process, and/or during routine performance evaluations.
- Provide verification of their disability if asked within the framework of this policy.
- Employees must provide verification of their disability by an appropriate medical or rehabilitation professional. The employee must bear the initial cost of verification.
- The employee is responsible for evaluating the effectiveness of the accommodation, after the accommodation is implemented, within a reasonable period of time. They are responsible for notifying the Director of Health & Safety if the accommodation is not working, needs to be modified, is creating an undue hardship, needs to be discontinued, etc.
- ***Millersville University will notify the affected employee of their decision to deny an appeal, within 30 calendar days.***

## **Millersville University Employees with Temporary Disabilities**

An employee who requires a temporary accommodation for a temporary disabling condition related to illness or injury must request the accommodation through their supervisor. The employee may contact the ADA Coordinator if they need further assistance with the accommodation request.

### **Supervisor Rights**

Supervisors can expect employees to:

- Inform them that a temporary disabling condition exists when an accommodation is needed.
- Follow procedures in the Millersville University disability accommodation policy.
- Meet essential performance and attendance standards once accommodations are in place.
- Provide medical verification of disability to the supervisor or the Director of Health & Safety when needed.
- Provide medical verification and accommodation recommendations from a treating specialist to your supervisor or the Director of Health & Safety when needed.
- Provide the supervisor with documentation and updates on the disabling condition and any expectations of the duration of the temporary disabling condition. Documentation is expected at 3 month intervals, depending on the duration of the temporary disabling condition.

## **Supervisor Responsibilities**

- Base employment decisions (application process, hiring, training, assignments, evaluation, promotion, discipline, and termination) on an applicant's or employee's qualifications and performance rather than a disability or need to accommodate.
- Consult with the Director of Health & Safety before making disability related decisions.
- Follow procedures in the MU ADA and disability accommodation policy.
- Provide appropriate disability information (accommodation policy, procedures, and request form) to applicants/employees who need accommodations.
- Maintain confidentiality regarding the disability and accommodations (no discussion with co-workers or colleagues, no medical records in personnel files).
- Refer applicants/employees to the Director of Health & Safety for information and/or assistance with disability accommodation procedures.
- Review accommodations periodically to ensure that they are effective.
- Respond to accommodation requests in a timely manner.
- The ADA prohibits asking an applicant or employee whether he or she has a disability.
- The ADA prohibits harassment and retaliation based on disability or the need for accommodation.
- University policy requires that all accommodations be documented.
- Supervisors must contact the Director of Health & Safety before imposing disciplinary action on an employee, up to and including termination, when there is a disability or a perceived disability.
- Supervisors must respond to the employee request for accommodation and contact the Director of Health & Safety(if they require assistance or have



questions) as soon as they become aware of a disability-related employment matter or an employee requests an accommodation.

- Supervisors must adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations which are required to afford equal employment opportunity to qualified disabled individuals. If you are unsure of the ADA law requirements and how to implement them, contact the Director of Health & Safety.
- The supervisor is responsible for evaluating the effectiveness of the accommodation, with the employee, after the accommodation is implemented, within a reasonable period of time. The supervisor is responsible for notifying the Director of Health & Safety if the accommodation is not working, needs to be modified, is creating an undue hardship, needs to be discontinued, etc.
- If an employee submits confidential medical information and documentation the supervisor must forward a copy to the Director of Health & Safety. Do not keep any copies or the original in an employee file.

## **Rights and Responsibilities of Millersville University**

- Designate an ADA Coordinator
- Establish essential job functions, abilities, skills, knowledge, and standards.
- Request current documentation from an employee completed by the appropriate professional source(s) to verify the need for reasonable accommodations.
- Accommodation requests will not be considered until appropriate documentation is provided. Select among effective accommodations.
- Maintain confidentiality regarding the disability and accommodations (no discussion with co-workers or colleagues, no medical records in personnel files).
- Accommodation requests that impose an undue financial burden upon the University, or that are considered “personal” in nature will be evaluated in accordance with this policy.
- Consider alternative accommodations to those that impose an undue financial burden on the University
- Appeals will be evaluated in accordance with the procedures in this policy.
- Provide ADA training as needed to supervisors and employees
- Provide policies and procedures for requesting ADA accommodations
- Review and update these policies on a routine basis in accordance with the ADA
- Consult with outside experts on ADA law and ADA accommodations when necessary and as outlined in this policy.
- Inform employees and applicants of their rights and responsibilities under the ADA law and about the ADA accommodation process
- Maintain necessary and appropriate records regarding the ADA accommodation process as outlined in this policy
- Provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment.

- Adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations which are required to afford equal employment opportunity to qualified disabled individuals.
- Provide reasonable accommodations in a timely and efficient manner. Please avoid the use of the term “cost-effective.” It could suggest that accommodation decisions are financially based, which could suggest discrimination if a complaint is filed.
- Provide both formal and informal mechanisms for resolving complaints of denial of accommodations, and allegations of discrimination and harassment.
- Ensure complainant and respondent have the ability to be accompanied by advisors who are members of the campus community.
- Provide due process consistent with all collective bargaining agreements.

## **Retaliatory Actions**

Retaliatory action against complainants or respondent is forbidden and will be strictly enforced.

Retaliatory action will be considered as a separate cause of action for potential discipline in addition to the underlying allegation.

## **Resources**

The State Employee Assistance Program (SEAP) is a confidential service that provides employees with support, problem solving, and referral to community services. There is no charge for use of the program. Your visit to SEAP and release of information about your visit is prohibited by state and federal guidelines without your written authorization to do so, except in specific extreme circumstances. These exceptions to confidentiality are explained to you at the time of your visit.

Employee Assistance staff are counselors and psychologists who can help you identify improved coping mechanisms and brainstorm options to manage your disability productively. The Employee Assistance Program is a resource for you and is not part of the University disability reporting or accommodation administrative structure. Your participation in EAP is voluntary. For more information on the MU Employees Assistance Program contact the Office of Human Resources at 717-871-4950.

## **The Millersville University ADA Committee**

The ADA Committee is another resource for MU employees. The ADA Committee is composed of a diverse group of University faculty and staff (with student representation) to investigate and make recommendations on how to address campus ADA concerns.

They are also involved in creating and reviewing ADA policy. The Chair of the ADA Committee is the Director of Health & Safety or their designee. Membership represents a diverse cross-section of the University community including Facilities Operations, Housing and Residential Programs, Environmental Health and Safety, Human Resources, Sports and Intramurals, Office of Learning Services, and Faculty.

## **Buildings and Grounds**

### **Renovations**

Renovations to existing buildings and grounds will be made in accordance with ADA requirements.

### **Off-Campus Events and Accessibility**

Millersville University will not sponsor events or approve the use of funds for events held at sites which have barriers that exclude persons with disabilities from attending and participating. Any satellite or annex facility must comply with the ADA requirements.

### **Relocating a Class or Other Function Due to Accessibility Need**

Millersville University will provide access to its buildings and facilities for individuals with disabilities. Employees and visitors who are unable to access buildings and facilities due to a disability should contact the Director of Health & Safety. Faculty and students should contact the Registrar for an alternative course location.

### **Transportation and Accessibility**

Millersville University has the responsibility to provide access to University and faculty led off-campus activities for students with disabilities. University departments and faculty will arrange and fund accessible transportation as needed.