Millersville University

Effective: March 18, 2024

Human Resources Policy
ADA REASONABLE ACCOMMODATION AND ACCESS

Approved: March 18, 2024, President's Cabinet

Policy
Millersville University prohibits discrimination based on disability status and will not exclude, deny benefits to, or otherwise discriminate against any qualified individual with a disability. Millersville University is committed to providing an inclusive and accessible educational and work environment for all members of the university community, including students, faculty, staff, and visitors. This policy outlines the university's commitment to compliance with the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2008, as well as other applicable federal and state laws related to accessibility. All accommodation requests must be evaluated on an individual basis to identify appropriate accommodations and determine whether the provision of certain accommodations would create an undue hardship to the University.

Definitions
"Person with Disability" is defined as any individual who has a physical or mental impairment that substantially limits one or more of such person's major life activities, who has record of such impairment, or who is regarded as having such impairment.

Millersville University reserves the right to require any applicant or employee claiming coverage or accommodations as a person with a disability to produce any necessary medical records or information documenting the condition, to permit a doctor selected by the University to discuss the person's condition with doctors, therapists, or others familiar with the individual's condition, or to be examined by medical personnel selected by Millersville University.

"Qualified Individual with a Disability" is defined as anyone who satisfies the requisite skill, experience, education, and other job-related requirements of an employment position that such individual holds or desires, and who, with or without reasonable accommodations, can perform the essential functions of a position.

“Essential Functions” of a job are defined as the fundamental job duties of the position the individual with a disability holds or desires. Most of the essential functions of a position are listed in each position's job description.

"Reasonable Accommodations" are defined as accommodations or modifications which will remove certain barriers for a qualified applicant or employee with a disability. The intent of all
reasonable accommodations is to offer individuals with a disability equal employment opportunity and to give equal access to all privileges of employment.

“Undue Hardship” means significant burden or expense upon the university or employer and is assessed in terms of the reasonableness or cost of any necessary workplace accommodation and the availability of alternative accommodations. Undue hardship must be determined on a case-by-case basis as part of Millersville University's reasonable accommodation request procedures.

**Accessibility of Facilities:**

a. Millersville University will assess its physical space on an on-going basis to achieve a reasonable barrier-free environment. All new construction will be built to current accessibility standards and codes. Any physical accessibility concerns should be directed to the Human Resources.

b. New construction and renovations of university facilities will comply with ADA standards for accessibility.

**Accessible Technology:**

a. All university websites will be designed and maintained to be accessible to individuals with disabilities in accordance with Web Content Accessibility Guidelines (WCAG).

b. The university will provide assistive technology resources and support to individuals with disabilities as needed.

**Employment Accommodations:**

a. Millersville University will provide reasonable accommodations to qualified employees with disabilities to enable them to perform essential job functions.

b. The university will engage in the interactive process with employees to determine appropriate accommodations.

**Accessible Communications:**

a. Millersville University will provide accessible communication options, such as sign language interpreters, Braille materials, and accessible electronic documents, to individuals with disabilities when requested.

b. University communications, including public announcements and event notices, will be made available in accessible formats upon request.
Training and Awareness:
   a. Millersville University will provide training to employees, faculty, and students on
disability awareness, ADA compliance, and the university's commitment to accessibility.
b. The university will promote awareness and inclusivity within the campus community.

Complaints and Grievances:
   a. Millersville University will establish a procedure for addressing complaints and grievances
related to ADA compliance and accessibility.
b. Individuals who believe they have been subjected to discrimination or who have concerns
about accessibility can file complaints with the Chief Diversity and Inclusion Officer.

Employees
The Office of Human Resources Services is the designated department that obtains and files
disability-related and medical documentation, certifies eligibility for services, determines
reasonable accommodations, and develops plans for provision of such accommodations for
employees. The Office of Human Resources (717) 871-4950. The Employee Accommodation
Request Form, with medical documentation, must be completed before an accommodation can be
provided and can be found at new-mu-employee-request-for-ada-accommodation.pdf
(millersville.edu).

Resources
Questions regarding compliance with the requirements of the Rehabilitation Act of 1973 and the
Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, should be
referred to:

University Resources
Office of Human Resources: 717-871-4950
Office of Diversity and Inclusion: 717-871-4473

External Resources
State Employee Assistance Program (SEAP): 800-692-7459
Pennsylvania Human Relations Commission: 717-787-4410
Office of Civil Rights: 800-368-1019

MU Web Page
Other disability related practices and procedures for employees are available on the
university web page at http://www.millersville.edu/hr/ada/
Other disability related practices and procedures for students are available on the
university website at Learning Services | Millersville University

Responsibility:
The Chief Diversity and Inclusion Officer, in coordination with relevant university
departments, will be responsible for implementing and monitoring compliance with this
policy.