

**ADA REASONABLE ACCOMMODATIONS
For LCC Faculty and Staff**

PROCEDURE

I. INTRODUCTION

Faculty and staff at Lansing Community College shall follow these three steps to request an accommodation:

1. The faculty and staff must identify himself/herself to the College as a person with a disability,
2. The faculty and staff must make a written request for an accommodation from the College, and
3. The faculty and staff must provide appropriate documentation of his or her disability and the need for an accommodation if so requested by the College.

Nothing in this document shall be construed to waive the College's right to contest whether an employee or applicant is disabled or is entitled to an accommodation.

Employees may self-identify as a person with a disability. Self-identification as a person with a disability alone is not sufficient to obtain an accommodation. Rather, the procedures outlined in these procedures must be followed to request and, if appropriate, obtain an accommodation.

II. REQUESTS FOR ACCOMMODATION

A person with a disability may or may not need an accommodation. If a faculty or staff member believes that he/she needs an accommodation, he/she may request an accommodation by completing a Faculty, Staff Request for Accommodation form (Attachment A) and an Employee Medical/Documentation form (Attachment B).

III. MEDICAL DOCUMENTATION

At any time during the accommodation request process, the College may ask the faculty or staff member for additional documentation of the disability and of the need for an accommodation. The faculty or staff will be required to provide that documentation.

IV. CONFIDENTIALITY

Medical/documentation, as well as Faculty and Staff Request for Accommodation forms, will be maintained in a separate, confidential file apart from the main personnel file(s). Such documentation will be kept confidential, except as necessary to administer the accommodation process. Accordingly, such documentation will be shared only with those individuals involved in the accommodation process, on an as needed basis.

V. SUPERVISOR

When a faculty or staff member approaches his/her supervisor with a request for accommodation, the supervisor should discuss the need for accommodation with the employee. In addition to discussing the specific accommodation requested by the employee, the supervisor should discuss other possible accommodations and assess the effectiveness each would have in allowing the employee to perform the essential functions of the position.

The faculty or staff and the supervisor should discuss the following issues:

1. The essential job functions;
2. The faculty or staff's ability to accomplish essential job functions with or without a reasonable accommodation; and,
3. If an accommodation is needed, possible types of reasonable accommodation.

The supervisor should not request information regarding:

1. How the employee became a person with a disability, or
2. Disabilities that are not related to the essential functions of the employee's job.

The supervisor should make sure the employee has completed the appropriate request and accommodation forms. These forms should be forwarded to the Office of Equal Opportunity and Diversity Programs. The Director of Equal Opportunity will review the request with the employee, supervisor, and Human Resources Representative. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating alternatives for accommodation, the preferences of the employee should be considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the College.

If the accommodation agreed upon by the employee and the supervisor is consistent with the policies of the College and the employee's department and would involve no, or insignificant, expense (such as limited job redesign, slight schedule changes, or minor equipment costs, etc.), the supervisor may agree to implement the accommodation. If the accommodation is of greater magnitude, complexity or expense, copies of the forms should be sent to the Directory of Equal Opportunity for further evaluation. In either situation, the supervisor should forward the original form to the Human Resources Department. These forms may not be maintained in the employee's personnel file.

VI. OFFICE OF EQUAL OPPORTUNITY AND DIVERSITY PROGRAMS

The Director of Equal Opportunity and Diversity Programs maintains records of accommodations made for persons with a disability and is available for consultations with faculty, staff or supervisors who are making assessments of accommodation requests. In cases where a requested accommodation involves action or expenses beyond the supervisor's authority or in cases in which the faculty, staff and supervisor cannot agree on an accommodation may:

1. Assess various accommodations;
2. Identify additional alternatives;
3. Gather necessary medical/documentation;
4. Where appropriate, gather cost or other technical impact information from resources including:

The department and/or employee

Physical Plant Office
The Human Resources Office (or department)
The EEOC, Department of Justice, or

- Rehabilitation agencies;

5. Evaluate whether any accommodation is needed and, if it is, whether an accommodation is reasonable and should be made (this evaluation may include preparing cost estimates for the institution);
6. Recommend a reasonable accommodation, if appropriate;
7. Discuss its recommendation with the department/unit;
8. Retain appropriate funding for the accepted accommodation, if needed; and/or
9. Follow up on approved requests.

VII. APPEALS

If an employee disagrees with the department's accommodation determination, the employee may appeal the determination to the ADA Coordinator in the Office of Equal Opportunity and Diversity Programs.

VIII. RETALIGATION

Retaliation against an employee or applicant who requests an accommodation is prohibited. Individuals who feel that they have been retaliated against may contact the ADA Coordinator in the Office of Equal Opportunity and Diversity Programs.

IX. ADDITIONAL RESOURCES

The Human Resources Office (or Department) facilitates placement of employees with work restrictions and/or in rehabilitation situations. Such placements may exceed the College's legal duties under the ADA, the MPDCRA and/or the Rehabilitation Act. In these cases, the nature of the relevant work restrictions is shared with the employing department. The nature of the relevant work restrictions may be shared with employing departments so that appropriate discussions about placement can take place. The College does not guarantee such placements nor does it waive its right to limit its responsibility to accommodate a person with a disability to the duties imposed by the applicable state and federal statutes.

Refer Questions to:

Office Disability Services
Gannon Vocational Technical Building
Phone: (517) 483-9940 **fax:** (517) 483-9823

LCC is an affirmative action, equal opportunity institution.

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