CHAPTER 15 – REASONABLE ACCOMMODATION

Section 15.00- Reasonable Accommodation

The University of the Incarnate Word will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program or activity or in undue financial or administrative burdens. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students and visitors.

Reasonable accommodation may include, but is not limited to:

1. Making existing facilities readily accessible and usable by individuals with disabilities.
2. Job restructuring.
3. Part-time or modified work schedules.
4. Reassignment to a vacant position if qualified.
5. Acquisition or modification of equipment or devices.
6. Adjustment or modification of examinations, training materials or policies.
7. Providing qualified readers or interpreters.
8. Modifying policies, practices and procedures.

Reasonable accommodation with respect to employment matters should be coordinated with the Office of Human Resources and the disabled individual. Reasonable accommodation with respect to academic matters, including but not limited to faculty employment, should be referred to the Disability Support Services Office, while all other issues of reasonable accommodation should be referred to the office of the Director of Human Resources. An employee seeking accommodations may be requested to submit information establishing the existence or extent of a covered disability and/or the need for an accommodation.

Individuals who have complaints alleging discrimination based upon a disability may file them with the Director of Human Resources in accordance with prevailing University discrimination grievance procedures in Chapter XII.