



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Employee Relations

Policy 02.05.15

SUBJECT: Americans with Disability Act/504 Policy
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I. PURPOSE AND SCOPE

The purpose of this operating policy/procedure is to ensure understanding of the University's responsibilities regarding the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973 as amended (Section 504). The Americans with Disabilities Act (ADA) of 1990 and the ADAAA mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services and benefits derived from them. Section 504 of the Rehabilitation Act of 1973, as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities and services of recipients of federal financial assistance. The ADA, ADAAA, and Section 504, are civil rights statutes which prohibit discrimination on the basis of disability, obligate colleges and universities to make certain adjustments and accommodations, and offer to persons with disabilities the opportunity to participate fully in all institutional programs and activities.

It is the policy of Texas Southern University (TSU) to provide reasonable accommodations upon request for qualified individuals with a disability who are students, employees, visitors or applicants for employment. TSU will adhere to all applicable state and federal laws, regulations and guidelines with respect to providing reasonable accommodations as required in an effort to offer equal access and opportunities to qualified disabled individuals with regard to university employment, university educational opportunities, and the university's programs and services. The Vice President for Student Services or designee will review this policy on an annual basis and forward any recommendations for revisions to the Human Resources Department. This policy applies to students, staff, faculty, job applicants, visitors, vendors and other beneficiaries of the programs, services, and activities of TSU.

II. DEFINITIONS

- A. ADA/Section 504 Coordinator: The University's Employment Compliance Officer acts as the ADA/Section 504 Coordinator for faculty, staff and students, and ensures the University's compliance with relevant federal and state laws regarding the ADA.
- B. Disability: A disability is defined as a documented physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having an impairment.

- C. Disability Resources Committee ("DRC"): A university advisory group that offers informal advice and support to the administration in responding to persons with disabilities, their supervisors, visitors and the university community at large.
- D. Documentation: Those documents and reports that are required to be presented to the university by the person requesting an accommodation before any accommodation will be provided. Documentation includes, but is not limited to, an official written communication from a relevant qualified treating health professional (such as a physician, surgeon, psychiatrist, physical therapist, etc.). This communication must be current and must describe the diagnosis and nature of the disability, the major life function(s) affected, the functional limitations of the disability, and the prognosis. The professional may also make suggestions regarding the accommodations being requested, and the university may ask the person requesting an accommodation to provide input from the professional concerning appropriate and meaningful accommodations.
- E. Essential Function: A task or responsibility that is central (not marginal) to the purpose of the job, the class, or the activity.
- F. Employee: A full-time or part-time instructional or administrative and professional faculty member, a classified staff member, or a wage employee of the university.
- G. Employment practices: Application procedures, hiring, advancement, discharge, compensation, benefits, training and development and all other terms and conditions of employment.
- H. Human Resources department (HR): The office that assists employees with disabilities in obtaining reasonable accommodations from the university to perform their job duties, and assists supervisors and administration at the university in analyzing requests for accommodations from employees with disabilities.
- I. Major bodily functions: Major bodily functions include, but are not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
- J. Major Life Activity: Major life activities include, but are not limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working and major bodily functions, which include functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions. An individual's ability to perform a major life activity is compared to most people in the general population.

- K. Office of Disability Services (ODS): The office that assists students with disabilities in obtaining reasonable accommodations from the university to fully participate in their educational experience at TSU, and assists faculty members and administration at the university in analyzing requests for accommodations from students with disabilities.
- L. Office of Special Events: The office that assists visitors with disabilities in having access to events sponsored by TSU, and assists offices sponsoring events in analyzing requests for accommodations from visitors with disabilities.
- M. Qualified individual with a disability: An individual who has a physical or mental impairment as defined above, has a record of such impairment, or is regarded as having such impairment, who possesses the requisite skills, education, experience and training for a position, and who can, with or without a reasonable accommodation, perform the essential functions of the position the individual desires or holds.
- N. Reasonable Accommodation: A modification or adjustment to the job application process or the work or academic environment that enables a qualified person with a disability to be considered for a position, perform the essential functions of a position, or enjoy the same benefits and privileges of employment and academics as are enjoyed by similarly situated employees or students without disabilities. Reasonable accommodations include, but are not limited to, modifying written examinations, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices or equipment, providing readers or interpreters, and modifying work sites.
- O. Student: Any full or part-time student currently enrolled in at least one for-credit or non-credit course.
- P. Substantial limitation: An impairment that prevents the performance of a major life activity that the average person in the general population can perform, or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the average person in the general population.
- Q. Transitory condition: A condition that is short-lived, temporary, or brief. Under the ADAAA, an individual cannot show that they were regarded as having a disability for a transitory or minor impairment.
- R. Undue hardship: An action that is unduly costly extensive, substantial, disruptive, or an act that would fundamentally alter the nature or operation of the business. An “undue hardship” is determined in accordance with the Americans with Disabilities Act (ADA), the Texas Commission on Human Rights Act, and relevant case law. Factors to consider in determining whether an accommodation would impose an undue hardship, include, but are not limited to, the nature and cost of the

accommodation, financial considerations, the impact of the accommodation upon the nature and operation of the department and how the request affects the health and safety of other employees or students.

- S. Visitor: A member of the public who is attending an event sponsored by the university or visiting university-controlled property.

III. POLICY PROVISIONS

- A. Persons with disabilities are held to the same standards of conduct as other employees, students, or visitors, and a disability will not excuse misconduct.
- B. For federally assisted programs or activities operated by post-secondary education recipients, the specific obligations with regard to disabled students, faculty, staff, visitors, job applicants, or vendors include but are not limited to the following:
- i. All programs and activities must be offered in the most integrated setting appropriate.
 - ii. Academics requirements may be modified, on a case-by-case basis, to afford qualified disabled individuals an equal educational and/or employment opportunity;
 - iii. A recipient may not impose upon disabled individuals rules that have the effect of limiting their participation in the recipient's education program or activity (for example, prohibiting tape recorders in classrooms or guide dogs in campus buildings).
 - iv. Students with impaired sensory, manual or speaking skills may be provided auxiliary aids such as taped texts, interpreters, readers and classroom equipment adapted for persons with manual impairments.
- C. Texas Southern University provides all educational and other university-sponsored programs and activities to persons with disabilities in the most integrated setting appropriate. Students, employees, visitors, applicants and other individuals with disabilities served by TSU are not segregated, separated or treated differently. TSU does not require persons with disabilities to take advantage of all adjustments, accommodations or special services.
- D. Any communications from the University shall be made accessible to all students, employees, visitors, and job applicants concerning ADA and Section 504 related information. This includes student and employee policies, procedures, emergency evacuation plans, and other related information that shall be published in the student course selection booklet, student catalogs and handbooks, employee handbooks and the University's Manual of Administrative Policies and Procedures.

IV. DISABILITY RESOURCES COMMITTEE

- A. The Disability Resources Committee (“DRC”) has been charged by the President with assisting in the University’s compliance with ADA laws. The DRC acts as an advisory group providing informal advice and support to the administration in responding to issues regarding individuals with disabilities.
- B. The members of the committee shall be appointed by the President. Representation will include an individual from the following areas: Office of the General Counsel, Student Services, Human Resources, Thurgood Marshall Law School (TMSL), College of Pharmacy and Health Sciences (COPHS), Facilities and Maintenance Services, Buildings & Grounds Services, Special Events Services, Faculty Senate, Risk Management and one (1) member from the Student Government Association, totaling eleven (11) members for the Disability Resources Committee.

V. ADA/504 COORDINATOR

The University’s ADA/Section 504 Coordinator, in conjunction with the ADA Disability Resource Committee and ADA Hearing Committee, is responsible for assisting the University in compliance with all applicable state and federal laws regarding the ADA.

VI. ADA HEARING COMMITTEE

The ADA Hearing Committee is responsible for hearing all ADA complaints submitted by students, visitors or employees. The Committee is composed of one (1) faculty member and one (1) administrator or staff member, and one (1) representative from the Student Health Center. The Committee shall be appointed by the President.

VII. ADA BUILDING REPRESENTATIVE

A designated representative in each building (Hannah Hall, Bell, TMSL, Fairchild, School of Business, Terry Library, Tierwester Oaks, University Courtyard, Lanier East and West, Sterling Student Center, etc.) serves as the point-of-contact for all ADA and Section 504 accessibility issues. That individual is responsible for assisting building occupants with being properly notified regarding ADA and Section 504 requirements, updates and emergency evacuation plans. The representative will report any ADA concerns to the Disability Resource Committee.

VIII. PROCEDURES FOR REQUESTION ACCOMMODATIONS – STUDENTS

- A. Students requesting eligibility for accommodation and services may initiate a request for accommodation(s) by contacting the following office:

Office for Disability Services
Student Health Center
(713) 313-7804 or (713) 313-4210

- B. Individuals will be required to provide a recent medical statement that contains a diagnosis, prognosis, and description of the specific impairment(s) and the major life functions/activities affected by the impairment. Individuals may be asked to submit additional medical information if the information previously provided is incomplete, unclear, or inconsistent, according to the guidelines set forth by the ODS.
- C. Students may be required by ODS to re-certify, on an annual basis, their need for an accommodation and may be required to provide additional medical information to support the re-certification request.
- D. A student requesting an accommodation must provide adequate notice of the need for an accommodation. Such notice of the accommodation request must be made at least 2-4 weeks in advance to allow the University to assess the request and make provide the appropriate response.
- E. All offices and individuals responsible for reviewing and analyzing the request shall maintain the confidentiality of all medical and ADA information.
- F. Records and information obtained on students as part of an accommodations request shall be kept in a secure location in the Office of Disability Services (“ODS”).
- G. All information shall be kept confidential, to the extent allowed by law, and shall be shared on a limited need-to-know basis to implement the accommodation request.
- H. If deemed necessary by the University ODS or ADA Coordinator, the University may, at the University’s expense, request an independent medical opinion concerning the impairment for which an employee, student or visitor seeks an accommodation. Failure of an employee, visitor or student to cooperate in obtaining such an opinion will result in the cancellation of the request for accommodation.
- I. The ODS will follow the procedure outlined below in assessing a student’s request for accommodations:
 - i. Certify that an individual has a disability as defined by the ADA;
 - ii. Undertake reasonable steps to obtain a professional determination of whether academic adjustments/auxiliary aids are necessary, and if they are, what kind;
 - iii. Determine, on an individual basis, what academic or workplace adjustment(s)/auxiliary aid(s) TSU will grant, and ensuring that the academic adjustment(s)/auxiliary aid(s) granted is/are of an acceptable level of quality and effectiveness for each student making such a request on the basis of a disability;
 - iv. Provide students a justification for denial of an academic or workplace adjustment/auxiliary aid, or for the selection of another academic

- adjustment/auxiliary aid, if the provided academic or workplace adjustment/auxiliary aid is different from that requested by the student;
- v. Provide students a reasonable opportunity to submit additional information to TSU, if their initial documentation does not support the request for academic adjustments/auxiliary aids; and
 - vi. Ensure that decisions regarding requests for academic adjustments/auxiliary aids are made in a timely manner.
- J. In the event that a faculty member receives a request for accommodation, the faculty member shall immediately refer the student to ODS, and should not attempt to determine whether the student has provided acceptable documentation, or what might constitute reasonable accommodations.
- K. All documentation and information submitted with a request for accommodations shall be reviewed and considered by the University.
- L. The University may consult with an outside expert, when necessary, who will assess the request and make recommendations for accommodations.
- M. If a student is dissatisfied with the determination on accommodations, he or she may initiate a request for reconsideration with the ODS and may include additional information.
- N. The ODS and/or its consultant will review the determination and consider any additional information.
- O. The ODS will then issue a written notice of determination regarding the reconsideration of the student's request.
- P. If a student is still dissatisfied with the determination, he or she may file an ADA complaint under the procedures outlined in section XIII - Complaints.
- IX. PROCEDURES FOR REQUESTING ACCOMMODATIONS - EMPLOYEES
- A. Employees requesting eligibility for accommodation and services may initiate a request for accommodation(s) by contacting the following office:
- University ADA/504 Coordinator
Office of Human Resources & Payroll Services
Hannah Hall, Suite 126
(713) 313-7037 or (713) 313-7521
- B. Staff/faculty employees of TSU may request an accommodation by notifying the ADA/Section 504 Coordinator in writing stating the nature of their disability and the accommodation requested.

- C. Individuals will be required to provide a recent medical statement that contains a diagnosis, prognosis, and description of the specific impairment(s) and the major life functions/activities affected by the impairment. Individuals may be asked to submit additional medical information if the information previously provided is incomplete, unclear, or inconsistent, according to the guidelines set forth by the policy. If the employee does not provide the required documentation and information within fifteen (15) calendar days, the request for accommodations may be cancelled for lack of necessary information.
- D. Employees may be required to re-certify, on an annual basis, their need for an accommodation and may be required to provide additional medical information to support the re-certification request.
- E. An employee requesting an accommodation must provide adequate notice of the need for an accommodation. Such notice of the accommodation request must be made at least 2-4 weeks in advance to allow the University to assess the request and make provide the appropriate response.
- F. All offices and individuals responsible for reviewing and analyzing the request shall maintain the confidentiality of all medical and ADA information.
- G. Records and information obtained on employees as part of an accommodations request shall be kept in a secure location in the Office of the ADA Coordinator.
- H. All information shall be kept confidential, to the extent allowed by law, and shall be shared on a limited need-to-know basis to implement the accommodation request.
- I. If deemed necessary by the University ADA Coordinator, the University may, at the University's expense, request an independent medical opinion concerning the impairment for which an employee seeks an accommodation. Failure of an employee to cooperate in obtaining such an opinion will result in the cancellation of the request for accommodation.
- J. Upon receipt of the necessary documentation to review a request, the ADA/Section 504 Coordinator will follow the procedure outlined below in assessing an employee's request for accommodations:
- i. Certify that an individual has a disability as defined by the ADA;
 - ii. Undertake reasonable steps to obtain a professional determination of whether adjustments/auxiliary aids are necessary, and if they are, what kind;
 - iii. Determine, on an individual basis, what workplace adjustment(s)/auxiliary aid(s) TSU will grant, and ensure that the workplace adjustment(s)/auxiliary aid(s) granted is/are of an

- acceptable level of quality and effectiveness for each employee making such a request on the basis of a disability;
- iv. Provide employees a justification for denial of an academic or workplace adjustment/auxiliary aid, or for the selection of another workplace adjustment/auxiliary aid, if the provided workplace adjustment/auxiliary aid is different from that requested by the employee;
 - v. Provide employee a reasonable opportunity to submit additional information to TSU, if their initial documentation does not support the request for workplace adjustments/auxiliary aids; and
 - vi. Ensure that decisions regarding requests for workplace adjustments/auxiliary aids are made in a timely manner.
- K. In the event that a supervisor receives a request for accommodation, the supervisor shall immediately notify the ADA/Section 504 Coordinator and should refer the employee to the ADA Coordinator so that the request may be processed in a timely manner. The supervisor should not attempt to determine whether the employee has provided acceptable documentation, or what might constitute reasonable accommodations.
- L. Any supervisor who, in the course of job performance counseling, is informed by an employee that a physical or mental condition may be affecting the employee's work performance shall refer the employee to the ADA/Section 504 Coordinator.
- M. The ADA/Section 504 Coordinator will analyze the request and confer with the employee and the supervisor to ascertain the employee's requirements and input on a reasonable accommodation, and make a determination regarding which accommodations are necessary.
- N. If the employee is unable to demonstrate a disability, or does not request a reasonable accommodation under the guidelines set forth in this policy, the request may be denied.
- O. Employees or supervisors may obtain information concerning disabilities and accommodations from the ADA/Section 504 Coordinator in the Office of Human Resources.
- P. Employee requests for information and the provision of information by an Office of Human Resources staff member concerning disabilities and accommodations is not considered a part of the accommodation process.
- Q. Records and information obtained about employees as part of a request for accommodations shall be maintained in a secure location in the ADA/Section 504 Coordinator's office.

X. PROCEDURES FOR REQUESTING ACCOMMODATIONS - JOB APPLICANTS

- A. Job applicants requesting eligibility for accommodation and services may initiate a request for accommodation(s) by contacting the following office:

University ADA/504 Coordinator
Office of Human Resources & Payroll Services
Hannah Hall, Suite 126
(713) 313-7037 or (713) 313-7521

- B. Job applicants may request an accommodation by notifying the ADA/Section 504 Coordinator in writing stating the nature of their disability and the accommodation requested.
- C. Applicants for employment may request accommodations by contacting the Office of Human Resources in Hannah Hall 126, the department in which they will be interviewing, or the chair of the search committee, when applicable.
- D. Upon receipt of a request, the chair of the department or search committee shall immediately notify the Office of Human Resources or the ADA/Section 504 Coordinator regarding the request.
- E. If the Office of Human Resources receives a request, the request should be forwarded to the ADA/Section 504 Coordinator, who will work with appropriate individuals to determine what reasonable accommodations may be offered to a potential job applicant.
- F. Applicants may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and description of the specific impairment(s) and the major life functions/activities affected by the impairment.
- G. Applicants may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the applicant does not provide the required documentation and information within fifteen (15) days, the request for accommodations may be cancelled for lack of necessary information.
- H. Upon receipt of the necessary documentation to review a request, the ADA/Section 504 Coordinator will follow the procedure outlined below in assessing an employee's request for accommodations:
- i. Certify that an individual has a disability as defined by the ADA;
 - ii. Undertake reasonable steps to obtain a professional determination of whether adjustments/auxiliary aids are necessary, and if they are, what kind;

- iii. Determine, on an individual basis, what workplace adjustment(s)/auxiliary aid(s) TSU will grant, and ensure that the workplace adjustment(s)/auxiliary aid(s) granted is/are of an acceptable level of quality and effectiveness for each employee making such a request on the basis of a disability;
 - iv. Provide employees a justification for denial of an academic or workplace adjustment/auxiliary aid, or for the selection of another workplace adjustment/auxiliary aid, if the provided workplace adjustment/auxiliary aid is different from that requested by the employee;
 - v. Provide employee a reasonable opportunity to submit additional information to TSU, if their initial documentation does not support the request for workplace adjustments/auxiliary aids; and
 - vi. Ensure that decisions regarding requests for workplace adjustments/auxiliary aids are made in a timely manner.
- I. All offices and individuals responsible for reviewing and analyzing the request shall maintain the confidentiality of all medical and ADA information.
- J. Records and information obtained on job applicant as part of an accommodations request shall be kept in a secure location in the Office of Human Resources.
- K. All information shall be kept confidential, to the extent allowed by law, and shall be shared on a limited need-to-know basis to implement the accommodation request.

XI. PROCEDURES FOR REQUESTING ACCOMMODATIONS – VISITORS

- A. A visitor attending a university event or visiting university-controlled property is responsible for informing the event sponsor or a responsible university representative of his or her need for an accommodation for a disability. Such notice shall be provided to the:
- Office of Event Services
Sterling Student Life Center, Room 236
(713) 313-1015
- B. Upon receipt of a request, the event sponsor or responsible university representative in the Events Services Office shall immediately notify the ADA/Section 504 Coordinator regarding the request.
- C. The ADA/Section 504 Coordinator will work with appropriate individuals to determine what reasonable accommodations may be offered to a visitor.
- D. A visitor is responsible for cooperating with the university in attempting to reach an agreement on a reasonable accommodation.

- E. Applicants may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and description of the specific impairment(s) and the major life functions/activities affected by the impairment.

XII. BENEFICIARIES OF PROGRAMS, SERVICES, AND ACTIVITIES

- A. Beneficiaries of programs, services and activities may request accommodations by contacting the department or organization hosting the event, program, or activity.
- B. A designee of the event, service, or activity shall immediately notify the ADA/Section 504 Coordinator regarding the request. The ADA/Section 504 Coordinator shall determine, on a case-by-case basis, what reasonable accommodations may be offered.
- C. Individuals may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and description of the specific impairment(s) and the major life functions/activities affected by the impairment.
- D. Individuals may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the individual does not provide the required documentation and information within a reasonable time prior to the event, service, or activity, the request for accommodations may be cancelled for lack of necessary information.

XIII. REVIEW

If an accommodation is granted to an employee, student, or visitor, the accommodation may be reviewed annually by the ADA Coordinator and/or ODS to determine whether updated documentation is needed and whether the accommodation is still appropriate and sufficient.

XIV. COMPLAINTS

All ADA complaints should be addressed to the:
ADA/Section 504 Coordinator
Texas Southern University
Office of Human Resources
3100 Cleburne Avenue
Hannah Hall, Suite 126
Houston, Texas 77004
(713) 313-7037 or (713) 313-7521

XV. COMPLAINT AND HEARING PROCEDURE

- A. A complaint should be filed in writing, contain the name, address and telephone number of the complainant, and briefly describe the alleged violation of the regulations.
- B. The complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
- C. After receiving an ADA complaint, The University's ADA/Section 504 Coordinator shall schedule a hearing before the ADA Hearing Committee and submit a copy of the complaint and any other relevant documents to the committee. The hearing shall be scheduled within twenty-one calendar days (21) days from the date the ADA/Section 504 Coordinator receives the complaint.
- D. The hearing shall consist of opening statements, if desired, by the complainant, the institution or their representatives, and testimony by any witnesses called by the complainant or the institution. During the hearing, both parties and the members of the Hearing Committee shall have the right to question witnesses and introduce any relevant exhibits to the committee. The complainant shall have the responsibility of presenting relevant facts and circumstances to establish the validity of the complaint. Formal rules of evidence will not apply during the hearing. The proceeding shall be non-adversarial in nature.
- E. The Chairperson shall control the hearing and take appropriate action to insure an equitable, orderly, and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rules and/or disrupting the hearing. Witnesses will be heard one at a time, and may be excused from the hearing by the Chairperson after testifying.
- F. Either party may request in writing at least ten (10) working days prior to the hearing that the proceedings be tape-recorded.
- G. At the conclusion of the testimony, both parties will be permitted to make a closing statement.
- H. Following the hearing, the Hearing Committee will retire to deliberate and will submit a written report of its recommendations to the ADA/Section 504 Coordinator within seven work (7) days after hearing the complaint.
- I. The complainant may request an appeal of the case in instances where he or she is dissatisfied with the resolution. The request for an appeal should be made within five (5) business days of receiving the decision of the Hearing Committee to the:

ADA/Section 504 Coordinator
Texas Southern University

3100 Cleburne Ave.
Hannah Hall, Suite 126
Houston, Texas 77004


XVI. APPEALS

Final determination of a reasonable accommodation rests with the University. Any request for an appeal that is submitted to the ADA/504 Coordinator shall be forwarded to the Associate Vice President/Chief Human Resources Officer for final review and resolution.

XVII. EXCLUSIONS

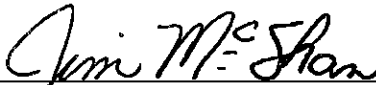
- A. Persons with documented disabilities are not entitled to receive accommodations that would fundamentally alter the job, class or activity, or that would excuse performance of the essential functions of a job or essential components of a class or activity.
- B. Temporary (transitory), non-chronic impairments, medical conditions (including pregnancy), illnesses and injuries are not disabilities covered under the terms of this policy.
- C. The university is not obliged to grant specific requested accommodations if other reasonable accommodations may suffice to give the requestor equal opportunity and access.
- D. Individuals who pose a direct threat to the safety and health of others are not protected under the law or this policy, and are not entitled to receive accommodations.
- E. Individuals who are not disabled, but who are regarded as having a disability, are not entitled to accommodations.
- F. Use of illegal drugs, or misuse of drugs or alcohol is not protected activity, and such activity will not be considered as an accommodation.

XVIII. REVIEW AND RESPONSIBILITIES

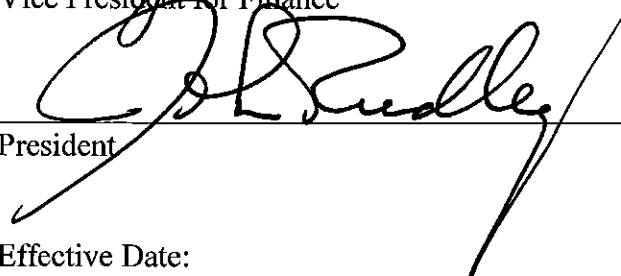
Responsible Party: Associate Vice President of Human Resources/ CHRO 

Review: Every three years, on or before September 1

XIX. APPROVAL



Vice President for Finance



President

Effective Date: