

REASONABLE ACCOMMODATIONS POLICY

ADA Coordinator - employees: Sharon Harris, Human Resources Director

It is the policy of Normandale Community College to encourage the employment and promotion of any qualified person, including persons with disabilities. Please refer to Appendix E; MnSCU policy 1B.01, Access for Individuals with Disabilities. The college will provide reasonable accommodations directly related to performing the essential functions of a job or competing for a job on the basis of qualifications without regard to a person's disability.

Reasonable accommodations will not be provided for non-job related personal needs of individuals, even though the individual or person may be an individual with a disability. In such cases, questions may arise as to whether the accommodation is personal or job-related. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the person to perform the job or whether the requested accommodation is primarily to assist the person in daily activities, on and off the job. In the latter case, a reasonable accommodation is not required.

If Normandale Community College denies employment or advancement in employment based on individual's with disability's inability to perform and declines to make a reasonable accommodation to the physical or mental needs of an employee with a disability or job applicant with a disability to enable the individual to perform the essential functions of the job, it must be demonstrated that a) the accommodation would impose an undue hardship on the college; b) the accommodation does not overcome the effects of the person with a disability that prevents performance of the essential job functions; or c) the individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job.

Please refer to MnSCU Policy 1B.01; Access for Individuals with Disabilities (Appendix E) for further information. These procedures are applicable to job applicants with disabilities, employees with disabilities and employees with disabilities who are seeking promotion. The ADA compliance officer for employees is Sharon Harris, Director of Human Resources (952-832-6394).