THREE RIVERS COLLEGE
PERSONNEL REGULATION

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PR 4810 ADA and Reasonable Accommodation	Page 1 of 4
Primary Policy: PP 4810 ADA and Reasonable Accommodation	
Associated Policy: GAP 1200 Equal Opportunity	
References: Sec. 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, *et. seq*.; S. 1658/H.R. 3110 Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act)	
Addendum: "504 and ADA Accommodations Request Form"	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-27-2010	Last Revision: 10-16-2024

Three Rivers College complies with, and fully supports Section 504, of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990. Therefore, the college does not discriminate on the basis of a disability against an otherwise qualified individual in any program, service or activity offered by the college. The college is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services. The college may provide reasonable accommodations however; it cannot result in an undue burden to the college or fundamentally alter the essential functions of the job.

Employees are responsible for initiating the request for any disability related workplace accommodation. The request for accommodation should be made in writing to the 504/ADA coordinator. The director of human resources is the 504/ADA compliance officer for the employees of the College. The request should include the following:

1. Name, phone number, and address of the employee
2. Position title and division
3. Immediate supervisor's name and extension number
4. Physical or mental condition and its duration
5. Accommodation requested
6. Brief summary of how the requested accommodation will enable the employee to perform the essential functions of the job.

The office of human resources will evaluate each request on a case-by-case basis to determine what type of documentation is necessary and if the requested accommodation is appropriate and reasonable. Documentation requested may vary depending on the nature and extent of the

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disability and the accommodation requested. The office of human resources will discuss the request and any possible alternatives with the employee. If the accommodation is deemed appropriate and reasonable, the associated cost will be discussed with the appropriate supervisor.

All college employees have a legal obligation to maintain confidentiality regarding another employee's disability-related information. Supervisors and human resources staff will provide information only when it is necessary to facilitate an accommodation.

Reasonable accommodation requests should consider the following factors:

1. What is the nature of the employee's condition (physical or mental)?
2. How does the condition effect the employee's workplace setting?
3. Does the condition limit one or more major life activities?
4. Will the accommodation allow the employee to perform the essential job functions effectively?
5. Will the requested accommodation alter or remove an essential function of the job?
6. What impact will the requested accommodation have on the functionality of the department?

The college is not required to provide an accommodation that will have the effect of eliminating an essential function of the job in question, or to provide an accommodation or service which is personal in nature, such as a hearing aid or wheelchair. Furthermore, the college is not required to lower performance, production or conduct standards, or to alter an employees' expected attendance requirements for the job. An employee needing to request an accommodation for a disability to enable them to perform their job should contact the office of human resources.

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Once the office of human resources receives the request for accommodation form with all the appropriate documentation; a written determination shall be made within fifteen (15) calendar days of receiving the completed request. If an accommodation is provided, the employee will be notified of an expected date of implementation. Should additional time be needed to decide, the employee will be notified of the status of the request and an estimated date will be provided.

Three Rivers College complies with Title I of the Americans with Disabilities Act (ADA) regarding service animals. Employees planning to bring their service animal to work should discuss this with their supervisor and request use of the service animal as a reasonable accommodation because of their disability. For assistance with this approval process, contact the Office of Human Resources.

Three Rivers College complies with the Pregnant Workers Fairness Act, 42 U.S.C. § 2000gg, *et. seq*. Pursuant Personnel Regulation [PR 4870 Pregnant Workers], the College will provide reasonable accommodations to the known limitations related to the pregnancy, childbirth, or related medical conditions of a qualified employee, unless such accommodation would impose an undue hardship on the operation of the College. The College will not take an adverse action in the terms, conditions, or privileges of employment against a qualified employee on account of the employee requesting or using a reasonable accommodation to the known limitations related to the pregnancy, childbirth, or related medical conditions of the employee.

Pursuant to PP 4810 and PR 4810, *ADA and Reasonable Accommodation*, and GAP 1210, *Civil Rights*, the College will not otherwise discriminate against employees or applicants on the basis of pregnancy, childbirth, or related medical conditions.

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DOCUMENT HISTORY:

07-27-2010: Initial approval of regulation PR 4810 ADA and Reasonable Accommodation.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.

02-28-2022: Clarification of accommodation request process for service animals through the Office of Human Resources.

10-16-2024: Reference the newly adopted Pregnant Workers Fairness Act (PWFA) 42 U.S.C. § 2000gg, et. seq