

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 034</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Qualified Individuals with Disabilities	
<b>Revised Date:</b>	December 11, 1998	

## Qualified Individuals with Disabilities

### I. PURPOSE

To establish procedures for accommodating qualified individuals with disabilities in the workplace.

### II. SCOPE

These procedures apply to all University Enterprises, Inc. (UEI) employees.

### III. POLICY

University Enterprises, Inc. will not discriminate in any employment decision against any person on the basis of a disability. Where appropriate, UEI will make reasonable accommodation to permit a qualified individual with a disability to perform the essential functions of the job, unless such accommodation would create undue hardship or pose a threat to the health and safety of the employee or others. University Enterprises, Inc. will affirmatively seek to employ and advance in employment qualified individuals with disabilities.

### IV. DEFINITIONS

- A. **Qualified Person:** An employee or applicant who, with or without accommodation, has the requisite skills to perform the essential functions of the job.
- B. **Disability:** Any impairment that substantially limits a major life activity (for example; walking, standing, lifting, seeing, hearing). Protection is also extended to anyone with a record of disability or anyone who is perceived as having a disability.
- C. **Reasonable Accommodation:** Any change in a job, a work environment, or an application process that allows a qualified person with a disability to access employment opportunities. Accommodation is not required if it would cause undue hardship to the employer or endanger the health or safety of the employee or others.
- D. **Essential Functions:** Those fundamental job duties that the incumbent must be able to perform, with or without accommodation.

### V. PROCEDURES

- A. **Recruitment:** UEI will affirmatively seek to make employment opportunities available to qualified individuals with disabilities and will seek to make applying, interviewing and testing available to all applicants. Essential functions should be identified in each job description and in recruitment efforts.
- B. **Selection:** Qualified applicants with a disability will be considered based upon their ability, not their disability. For qualified applicants able to perform the essential functions of the job with reasonable accommodation, disability should not be a cause for deselection.
- C. **Current Employees:** Staff members who become disabled while employed with UEI may not be discriminated against on the basis of their disability. Examples of prohibited discrimination

include asking unlawful questions about the nature, extent, or duration of the disability, except for the purposes of making accommodation; discussing the disability with other employees; refusing to make reasonable accommodation; refusing to work with or for an individual with a disability; harassing an individual about a disability; or demoting, firing, or refusing to promote an individual on the basis of a disability.

## **VI. RESPONSIBILITIES**

- A. The Director, Human Resources or designee or Affirmative Action Officer has overall responsibility for implementation of this policy.
- B. The Director, Human Resources or designee will monitor recruitment and selection procedures regarding identification of essential functions of the job.
- C. Supervisors are responsible for protecting and preserving the rights of disabled workers to a workplace free of discrimination or harassment.

## **VII. RELATED POLICIES**

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| Policy No. 025 | Recruitment and Selection                           |
| Policy No. 030 | Equal Employment Opportunity and Affirmative Action |
| Policy No. 040 | Personnel Records and Privacy                       |
| Policy No. 105 | Health and Welfare Benefits                         |
| Policy No. 125 | Employee Assistance Program                         |