



## **XAVIER UNIVERSITY**

### **Americans with Disabilities Act (ADA)**

**Effective:** April 30, 2008

**Last Updated:** July 1, 2018

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### **A. POLICY**

In the spirit of inclusion, cura personalis, and to help ensure the orderly ongoing functioning of all facets of the University's operation, Xavier University fully embraces the Americans with Disabilities Act (ADA).

Xavier University will provide reasonable accommodations for disabled employees per the procedure detailed below.

Specifically with regard to employees or potential employees, Xavier University will not unlawfully discriminate against qualified individuals with disabilities as defined by the ADA because of the disability of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

#### **B. PROCEDURE**

1. Xavier University shall endeavor to maintain in operable working order, all features of facilities and equipment that are for the use, benefit, aid, or service of the public, in a manner that is readily accessible and usable to people with disabilities.

2. Each service, program, and activity shall be operated in a manner that, when viewed in its entirety, shall be readily accessible and usable by individuals with disabilities.

3. Xavier University shall ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.

4. If an employee qualifies under the ADA, Xavier University will provide reasonable accommodations for the disabled employee, upon the employee's request, unless such accommodations would impose an undue hardship on Xavier University or would impair the safety of the employee or other employees.

5. A request for accommodation should be submitted via the [ADA request form](#). The request should:

- Identify the disability that impacts the employee's work.
- Describe the relevant impact.
- Specify the accommodation being requested.

This will initiate the "interactive process", in which the HRBP will work with the employee and employee's supervisor (as necessary) to explore options for a reasonable accommodation. Human Resources may request that the employee provide supporting documentation concerning the need for an accommodation from the employee's physician or other appropriate entity.

Once the specific accommodation is decided, the HRBP will document the details of the accommodation in a response to the employee and the employee's supervisor. The HRBP will ensure that the accommodation is implemented.

6. For individuals and departments within the Xavier community, guidance concerning the duties, rights and responsibilities they or Xavier may have with regard to the ADA is provided in the Access and Accommodations for Person with Disabilities Policy. You can access this document at <https://www.xavier.edu/policy/documents/ADA.pdf>.

7. Complaints regarding discrimination regarding individuals with disabilities should be filed in accordance with the Harassment Code Accountability Procedure. You can access this document at <http://www.xavier.edu/hr/harassmentcode.pdf>.

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**Other applicable policies and/or resources:**

Equal Employment Opportunity