



XAVIER UNIVERSITY

Americans with Disabilities Act (ADA)

Effective: April 30, 2008

Last Updated: April 30, 2008

Responsible University Office: Human Resources

Responsible Executive: Associate Vice President for Human Resources

Scope: All University Employees

A. POLICY

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. Request for accommodation should be made directly to the employee's supervisor.

6. 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>.

Other applicable policies and/or resources:

Equal Employment Opportunity