
SUBJECT: POLICY FOR PERSONS WITH DISABILITIES

PURPOSE: To state the policy of Louisiana State University at Alexandria providing equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, participation in, or employment in the programs and activities operated and sponsored by the University.

GENERAL POLICY

The University prohibits discrimination against qualified persons with disabilities in employment, academic or other programs, public services, and public accommodations. Additionally, the University is committed to promoting an atmosphere to end discrimination against individuals with disabilities, to bring persons with disabilities into the social and economic mainstream, and to provide enforceable standards to address discrimination against individuals with disabilities.

1. Employees and Applicants for Employment The University is prohibited from discriminating against qualified individuals with disabilities because of the disability in hiring, advancement, discharge, compensation, training, and other terms and conditions of employment. Employers are obligated to provide "reasonable accommodations" to disabled applicants or employees, upon request, unless the accommodation would present an "undue hardship." The determination of "undue hardship" is a decision that grows out of the ADA Accommodation Assessment process and is made jointly by the ADA Coordinator, Executive Director of Facility Services, Director of Human Resource Management, Vice Chancellor for Finance and Administrative Services, affected unit, and affected employee or applicant.
2. Students and Applicants for Student Status (See Policy Statement 242 - Policy For Students With Disabilities.)
3. University Public Services The University accommodates and provides a variety of activities, programs, and services available to the general public as well as to students and employees. The University shall not discriminate on the basis of disability in any such activity, program, or service, but will make such activities, programs, and services available to persons with disabilities to the fullest extent possible.

GRIEVANCE PROCEDURE

1. Informal Resolution Issues concerning accommodation of persons with disabilities for employment and participation in academic and other programs, activities, and services of the University should be expeditiously resolved between the person requesting the accommodation and the University employee representing the unit within which the employment, academic program or other program, activity, or service is located. If the person requesting an accommodation is not satisfied with the proposed accommodation, the person may file a formal grievance.
2. Formal Employment Grievance If the grievance is by an employee or applicant for employment and involves a condition of employment, the grievance should be filed in Human Resource Management which sets forth the University grievance policy and procedures for employees. Any such grievance shall be initially heard by the Director of Human Resource Management. If the grievant is not satisfied with the response by Human Resource Management, the grievance may be referred for hearing by the Chancellor's Office which shall constitute final University administrative action on the grievance.
3. Other Formal Grievances If the grievance involves any accommodation issue other than one related to employment, the grievance may be filed with the ADA Coordinator, who will provide written procedures for a prompt hearing of the grievance by the appropriate Vice Chancellor's Office. If the grievant is not satisfied with the response, the grievance may be referred for hearing by the Chancellor's Office, which shall constitute final University administrative action on the grievance.

RETALIATION

The University shall not discriminate against any individual for filing a charge of discrimination, opposing any practice or act made unlawful by the ADA, or for participating in any proceeding under the ADA. The University shall not coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of his/her rights under the Act or because (s)he aided or encouraged any other person in the exercise of enjoyment of rights under the ADA.

CONFIDENTIALITY

The University will request only such information about an individual's disability as is necessary for those University representatives making an accommodation decision to determine the need for and the manner in which the disability may reasonably be accommodated. Such information may be disclosed only with the express written consent of the person requesting an accommodation on the basis of disability.

Source: Americans with Disabilities Act of 1990 and related federal and state law.

Document adapted from policy on disabilities of Louisiana State University and Agricultural and Mechanical College, Baton Rouge, Louisiana.

