

American with Disabilities Act (ADA) Accommodations Procedure

Effective Date: 8/01/2025

Responsible Department: Human Resources; Employee and Labor Relations (ELR)

Summary

Delta College complies fully with the Americans with Disabilities Act (ADA) and all applicable state and federal laws concerning the employment of individuals with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The College does not discriminate against qualified individuals with disabilities in any employment practice, including application procedures, hiring, advancement, discharge, compensation, training, or any other term, condition, or privilege of employment.

Reasonable Accommodations

Delta College will provide reasonable accommodations to qualified individuals (candidates and employees) with disabilities, enabling them to perform the essential functions of their position, unless doing so would cause:

- A **direct threat** to the health or safety of the individual or others, which cannot be mitigated through reasonable accommodation; or
- An **undue hardship** to the College, meaning significant difficulty or expense based on available resources.

Examples of Reasonable Accommodations May Include:

- Modified work schedules
 - Accessible equipment or technology
 - Job restructuring
 - Leave for medical treatment
 - Use of assistive devices or interpreters
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Interactive Process

Delta College engages in an **interactive process** when a candidate or employee with a disability requests an accommodation. This collaborative dialogue generally includes:

1. **Submission of [Accommodation Request](#).**
2. **Review** of the request by ELR, including appropriate medical documentation if required.
3. **Interactive Interview/Analysis** of the essential job functions and the impact of the requested accommodation.
4. **Discussion** with the employee (and supervisor if appropriate) to explore effective solutions.
5. **Implementation** of an accommodation when feasible.
6. **Periodic review** as needed.

Timeline: ELR will acknowledge receipt of the request within **5 business days** and aim to complete the evaluation within **15 business days**, pending receipt of any required documentation.

Confidentiality

All medical and disability-related information is kept **strictly confidential** and maintained in separate files, accessible only to designated HR personnel involved in the accommodation process.

Drug Use Clause

Strict adherence to Board Policy [8.005](#) and [8.006](#) is enforced. Individuals currently using illegal drugs are **not** covered under the ADA when the College acts on the basis of such use. However, individuals in **recovery** from substance use disorder **may** be protected under the law and are encouraged to seek assistance through appropriate channels.

Appeals and Dispute Resolution

If an accommodation request is denied, individuals may request a **review** by submitting an appeal in writing to **ELR** within 10 business days of receiving the decision.

Supervisor Responsibilities

Supervisors must:

- Recognize accommodation requests
- Refer employees to ELR promptly
- Maintain confidentiality
- Support implemented accommodations in good faith

Regular training will be provided to supervisory personnel to ensure compliance and awareness.

Contact Information

To request an accommodation or for questions about this policy, contact:

Email: kujuannaray@delta.edu

Contact: 989-686-9436