

STANDARD POLICY/PROCEDURE

FAIRFIELD UNIVERSITY FAIRFIELD, CONN

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EFFECTIVE DATE

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NUMBER

414A

AUTHORIZED BY:

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SUBJECT

AMERICANS WITH DISABILITIES ACT - REASONABLE ACCOMMODATIONS POLICY

APPROVED

L. WILLIAM MILES

PURPOSE

To establish a policy and procedure whereby Fairfield University responds to the Americans with Disabilities Act by reaffirming the fact that the University hires applicants on the basis of capabilities.

SCOPE

This policy covers all employees of the Fairfield University community.

GENERAL

Fairfield University hires applicants on the basis of each applicant's ability to perform the essential functions of her/his job, and Fairfield University is willing to make reasonable accommodations in order to create an atmosphere conducive to the performance of those functions.

Reasonable accommodations are those actions that focus on the employee's performance of the essential duties for which she/he was hired. The object of reasonable accommodations is to redistribute, reassign, and/or rearrange the work duties and area so that minor, less important duties and arrangements not essential to the job do not hinder the performance of an employee with a disability. This may include minor adjustments such as the rearrangement of fixtures and supplies for those blind or visually impaired, a shifting of phone-answering duties for those with a hearing impairment, raising a desk for an employee using a wheelchair, or the breakdown of jobs into different components for the mentally retarded. Accommodations may also include more costly or complicated adjustments such as the purchase of technological equipment for aid.

However, it should be expected that Fairfield University can only accommodate so long as there is no undue hardship, a requirement causing significant difficulty or expense, placed on the University. Whether an accommodation incurs a financial hardship will depend on the extent of financial resources the University has at the time of the proposed employment of the applicant. Each situation must be evaluated on the circumstances unique to that situation.