

Procedure IV.4000.A.a, Americans with Disabilities Act

Associated Policy

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Procedure

San Jacinto College will provide a reasonable accommodation to qualified individuals with a disability so they can perform the essential functions of their jobs, unless doing so causes a direct threat to these individuals or others in the workplace or if the accommodation creates an undue hardship to the College.

Individuals with questions about accommodations under the Americans with Disabilities Act (ADA) may contact HR Benefits.

Any employee requesting an accommodation must submit the request in writing to HRBenefits@sjcd.edu. Upon receiving the accommodation request, HR Benefits will provide the appropriate documentation for the physician or other medical provider to complete. The physician or medical provider will describe what accommodation(s) are needed and the reason for the accommodation(s).

A member of the HR Benefits team will also communicate with the employee to:

1. Conduct an informal, interactive discussion about the essential functions of the job and how the employee's disability limits the ability to perform those functions. The interactive discussion may also include written and/or electronic correspondence.
2. Identify the type(s) of accommodations needed. The employee's preference of accommodation will be considered during the process; however, the College has the right to select an alternative.

The documentation from the physician or other medical professional must be returned within 15 days. Once the documentation has been reviewed, HR Benefits will determine if the employee has an ADA-defined disability requiring reasonable accommodation. Once the College determines an accommodation is required, HR Benefits will select and implement the effective reasonable accommodation(s) as soon as possible. HR Benefits will continue to communicate with the employee to discuss timelines for establishing the accommodation and any possible delays.

HR Benefits will work closely with the employee, the employee's leader, and, when applicable, the Safety department to ensure that the reasonable accommodation has been provided and is effective.

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Associated Policy	Policy IV.4000.A, Americans with Disabilities Act
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources
