



# Southeastern Louisiana University Nondiscrimination Against and Accommodation of Individuals with Disabilities Policy

## Document History

Responsible Administrator: EEO/ADA  
Compliance Officer

Responsible Office: EEO/ADA Compliance Office

Approved by: President

Date of Revision/Review: 2/4/2020

## Policy Statement

Southeastern Louisiana University complies with the Americans with Disabilities Act and applicable state laws providing for nondiscrimination in employment and education against qualified individuals with disabilities. Southeastern also provides reasonable accommodations for such individuals in accordance with these laws.

## Purpose of Policy

This policy is part of our commitment to comply with the requirements and objectives set forth by the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and applicable state laws providing for nondiscrimination in employment and education against qualified individuals with disabilities.

## Applicability

This policy applies to all employees of Southeastern Louisiana University who are qualified individuals with disabilities

## Policy Procedure

### I. Requesting an Employment Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation(s) to Southeastern's ADA Officer. On receipt of an accommodation request, the ADA Officer will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Southeastern might make to help overcome those limitations. The University reserves the right to request documentation from the employee's treating physician that includes the medical diagnosis and the impact that the condition has on the ability of the employee to perform the functions of the job.

The ADA Officer, in conjunction with the Vice President for Administration and Finance, the Director of the Health Center and/or the Director of the Counseling Center, the University's legal counsel, and, if necessary, appropriate management representatives identified as having a need to know (e.g., the supervisor/department head), will determine the feasibility of the requested accommodation. The ADA Officer will inform the employee of Southeastern's decision on the accommodation request or on how to make the accommodation.

### II. Appeal Procedure in the event an accommodation request is denied

If the accommodation request is denied, the employee will be advised of the right to appeal Southeastern's decision to the President by submitting a written statement to the ADA Officer along with the reasons for the request. The President or his/her designee(s) will review the employee appeal. After reviewing the appeal, the President or his/her designee will notify the ADA Officer of his/her decision. The ADA Officer will, in turn, notify the individual making the appeal of the President's decision, which will be final.

### III. Appeal Procedure in the event an approved accommodation is being withheld

Occasionally, accommodations will be approved by the ADA Officer, in conjunction with the appropriate personnel as described above in Paragraph 1, but the employee's supervisor will refuse to grant the accommodations. In such cases, the following procedure should be followed.

Complaints should be addressed to the EEO/ADA Compliance Officer, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 working days (i.e., days when university offices are open) after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The ADA Compliance Officer or his designee shall conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. The ADA Compliance Officer shall issue a written determination as to the validity of the complaint and a description of the resolution, if any, and a copy forwarded to the complainant no later than 10 working days after its filing.
5. The ADA Compliance Officer shall maintain the files and records of Southeastern Louisiana University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days to the President. The President and his/her designee will render a decision within 10 working days of receipt of the complaint.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Southeastern Louisiana University complies with the ADA and implementing regulations.