

OLD DOMINION UNIVERSITY
University Policies and Procedures

**5406 - ACCOMMODATIONS FOR FACULTY AND
ADMINISTRATORS WITH DISABILITIES**

Statement: Title I of the Americans With Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment.

Under the ADA, a person has a disability if the individual has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment and people who are regarded as having a substantially limiting impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, walking, caring for oneself, learning, or working.

A qualified candidate or faculty member with a disability is an individual who satisfies skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position. Essential functions of the job are the tasks that are fundamental, not marginal.

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified candidate or faculty member with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Reasonable accommodation may include, but is not limited to:

- making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- job restructuring, modifying work schedules, reassignment to a vacant position; and
- acquiring equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

The university is required to make an accommodation to the known disability of a qualified candidate or faculty member if it would not impose an “undue hardship” on the operation of the university. Undue hardship means that an accommodation would require significant difficulty or expense. Before a contract is offered, hiring officials may not ask candidates about the existence, nature or severity of a disability. Candidates may be asked about their ability to perform specific job

functions. The ADA does not interfere with the university's right to hire the best qualified individual. It simply prohibits the university from discriminating against a qualified candidate or faculty member because of his or her disability.

For more information on ADA or to request accommodations, contact the Equal Opportunity/Affirmative Action Office, 121-A William B. Spong Hall, 683-3141.

Responsibility: Assistant to the President and Director,
Equal Opportunity/Affirmative Action

Authorization: Roseann Runte, President

Date: October 1, 2003