



Operational Area:	Employment
Responsible Executive:	General Counsel
Responsible Office:	Equal Opportunity Office
Effective:	May 2016

Accommodations for Employees and Applicants with Disabilities

Employment

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I. **Introduction**

- A. **Authority:** Colorado Revised Statutes (C.R.S.) § 23-54-102, *et seq.* (2016) authorizes the Trustees of Metropolitan State University of Denver (“MSU Denver” or “University”) to establish rules and regulations to govern and operate the University and its programs. The MSU Denver Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The MSU Denver Trustees authorize the MSU Denver President to approve, administer, and interpret policies pertaining to University operations.
- B. **Purpose:** This policy outlines when it is appropriate for the University to provide reasonable accommodations to assist employees and applicants with disabilities in regard to hiring, promotion, performance, benefits, and privileges. MSU Denver prohibits discrimination based on disability in accordance with the University's Equal Opportunity and Affirmative Action statement and the federal Rehabilitation Act of 1973.
- C. **Scope:** This policy applies to MSU Denver employees and applicants.



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II. Roles and Responsibilities

- A. **Responsible Executive:** General Counsel
- B. **Responsible Administrator:** Chief Equal Opportunity Officer
- C. **Responsible Office:** Equal Opportunity Office
- D. **Policy Contact:** Equal Opportunity Office, 303-615-0036

III. Policy Statement

The University's policy is to fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973. Under the law, agencies must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. The University is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity at the University. The University provides reasonable accommodations:

- A. when an applicant with a disability needs an accommodation in order to be considered for a job;
- B. when an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and
- C. when an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

The University will process requests for reasonable accommodation and provide reasonable accommodations in a prompt, fair and efficient manner where appropriate.



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To effectuate this policy, the various departments are not responsible for costs to implement employee accommodation requests. The University has dedicated centralized funding resources to pay for reasonable accommodations. In addition, the University has designated an ADA Coordinator for employees who have direct administrative responsibility for ADA accommodation requests, University-wide.

IV. Related Information

- A. ADA Policies and Procedures Manual

V. Policy History

- A. **Effective:** May 2016
- B. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.