



Operational Area	Employment
Responsible Executive	General Counsel
Responsible Office	Human Resources Office
Effective	September 1, 2025

# Accommodations for Employees and Applicants with Disabilities Policy

## Employment

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## I. INTRODUCTION

- A. **Authority:** C.R.S. § 23-54-102, et seq. (2025) 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 Trustees retain authority to approve, interpret, and administer policies pertaining to University governance. The Trustees authorize the President of MSU Denver 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 regarding 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.

## II. ROLES AND RESPONSIBILITIES

- A. **Responsible Executive:** General Counsel
- B. **Responsible Administrator:** Chief Equal Opportunity Officer



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- C. **Responsible Office:** Human Resources Office
- D. **Policy Contact:** Human Resources, 303-605-5321

### III. POLICY STATEMENT

- A. 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 to assure that individuals with disabilities enjoy full access to equal employment opportunity at the University. The University provides reasonable accommodations:
  - 1. When an applicant with a disability needs an accommodation to be considered for a job,
  - 2. When an employee with a disability needs an accommodation to enable them to perform the essential functions of the job or to gain access to the workplace, and
  - 3. When an employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.
- B. The University will process requests for reasonable accommodation and provide reasonable accommodations in a prompt, fair, and efficient manner where appropriate, unless doing so would create undue hardship. 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. [Americans with Disabilities Act Compliance Manual](#)
- B. [Rehabilitation Act of 1973](#)



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- C. [MSU Denver- The Office of Equal Opportunity](#)
- D. [MSU Denver- ADA Policies and Procedures](#)

### V. POLICY HISTORY

- A. **Effective:** September 1, 2025
- B. **Revised:** July 2025, minor inclusive language revisions.
- C. **Original Enactment Date:** May 1, 2016
- D. **Review:** This policy will be reviewed every five years or as deemed necessary by University leadership.

### VI. POLICY APPROVAL

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Janine Davidson, Ph.D.  
President, Metropolitan State University of Denver

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N/A  
Chair, Board of Trustees, Metropolitan State University of Denver