

COMPLIANCE WITH FEDERAL LAW

AMERICANS WITH DISABILITIES ACT (ADA)

The College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the policy of the College that a good-faith effort shall be made to meet the accommodation requests of persons with disabilities. **Disclosure of a disability is voluntary.**

The ADA prohibits discrimination against qualified persons regardless of their disability. The prohibition applies to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training, and other terms, conditions, and privileges of employment. Employers must reasonably accommodate the disabilities of qualified applicants or employees, unless undue hardship would result.

The statute explicitly states that individuals who currently engage in the illegal use of drugs or individuals currently using alcohol or drugs are not covered by the Bill's protection. The employment title will be enforced by the Equal Employment Opportunity Commission, the Attorney General, or through private lawsuits.

Any employee with an ADA request should contact the appropriate 504/ADA Coordinator as listed below and complete the ADA Employee Accommodations Request Form (*Appendix N*).

Fayette Campus	Jalaine Sims	Extension 5137
Hamilton Campus	Donna Swinney	Extension 5309
Jasper Campus	Jana Kennedy	Extension 5722
Sumiton Campus	Gina Graham	Extension 5281

An Accommodations Request Form must be completed identifying accommodations requested and other pertinent information. Documentation of disability may be required. Information release forms are available from the 504/ADA coordinator to assist the employee in obtaining official documentation of disability from physicians or other agencies.

Once an employee meets with the 504/ADA coordinator to request accommodations and provides any needed documentation of disability, the coordinator sends a Documentation of Disability Form to the employee's supervisor to inform them of the accommodations to be met. If necessary, the supervisor should revise the employee's job description if required by the ADA accommodation. Completed Accommodation Request Forms and any documentation of disability are confidential and are stored in a **locked file** separate from the employee's personnel file.

The 504/ADA Student/Citizen Accommodation Request Form is available as *Appendix O*, and the ADA Instructor Notice of Disability Documentation is available as *Appendix P*.