

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

AMERICANS WITH DISABILITIES ACT (ADA), THE
AMERICANS WITH DISABILITIES ACT AMENDMENTS
ACT (ADAAA) AND SECTION 504 OF THE
REHABILITATION ACT OF 1973
Procedure 3-41 (B)
Page 1 of 3

Effective October 1, 2018

(1) STUDENTS

Current or prospective students with a disability in need of a reasonable accommodation should contact Disability Services. Information about Disability Services can be found at:
<http://www.csc.edu/services/disability/>.

(2) APPLICANTS

Employment applicants needing an accommodation to participate in the application and/or interview process shall inform the College of the need for an accommodation prior to starting the process. That request shall be forwarded to the ADA Coordinator. The ADA Coordinator will then make a decision regarding the accommodation request and, if approved, take the necessary steps to see that the accommodation is provided.

(3) EMPLOYEES

- (a) Employees shall inform the ADA Coordinator and/or their supervisor of the need for an accommodation. The ADA Coordinator shall provide the employee with a “Request for Reasonable Accommodation” form. This form is not required, but employees are encouraged to submit their request in writing. Additional information and definitions related to the ADA can be found on the Columbus State website on the [Americans with Disabilities Act \(ADA\)](#) webpage.
- (b) When a supervisor has reason to believe that an employee may need an accommodation, the ADA Coordinator shall be contacted. The ADA Coordinator shall provide the employee with a “Request for Reasonable Accommodation” form. This form is not required, but the employees are encouraged to submit their request in writing.
- (c) Upon receipt of a reasonable accommodation request, the ADA Coordinator shall:
 - (i) Initiate the interactive process with the employee.
 - (ii) Consider the essential functions of the employee’s position.
 - (iii) Determine the precise job-related limitation(s).

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

AMERICANS WITH DISABILITIES ACT (ADA), THE
AMERICANS WITH DISABILITIES ACT AMENDMENTS
ACT (ADAAA) AND SECTION 504 OF THE
REHABILITATION ACT OF 1973

Effective October 1, 2018

Procedure 3-41 (B)

Page 2 of 3

- (iv) Identify the potential accommodation(s) and determine:
 - 1. Whether the accommodation is reasonable and does not impose an undue hardship on the College, as defined in Policy 3-41.
 - 2. Whether the accommodation will allow the employee to effectively perform the essential functions of their job.
 - (v) In order to make a determination about the appropriateness or effectiveness of an accommodation, the ADA Coordinator may consult with the employee's supervisor regarding potential accommodations and the effectiveness each may have in allowing the employee to perform the essential functions of their job. Protected Health Information (PHI) shall not be shared with the supervisor without the employee's express consent.
 - (vi) Select and implement the accommodation that is the most appropriate for both the employee and the College. While an employee's preference will be given consideration, the College is free to choose among equally effective accommodations.
 - (vii) The ADA Coordinator may require an employee requesting a reasonable accommodation to have their health care provider complete a "Medical Questionnaire" form when the disability and/or its limitations are not obvious. Information from the health care provider will be used to assess the employee's request for a reasonable accommodation. Documentation related to an ADA accommodation, including information from health care providers, will be maintained on separate forms and in files kept separately from the employee's personnel file.
 - (viii) Once the accommodation is in place, the ADA Coordinator and/or supervisor, with input from the employee, shall periodically evaluate the accommodation(s) to ensure effectiveness. The supervisor or employee will notify the ADA Coordinator if modifications are needed.
- (4) Issues with access to physical and/or Electronic Information Technology (EIT) on College property shall be directed to the ADA Coordinator.

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

AMERICANS WITH DISABILITIES ACT (ADA), THE
AMERICANS WITH DISABILITIES ACT AMENDMENTS
ACT (ADAAA) AND SECTION 504 OF THE
REHABILITATION ACT OF 1973

Effective October 1, 2018

Procedure 3-41 (B)

Page 3 of 3

(5) APPEAL PROCESS

- (a) An individual who is dissatisfied with the resolution of a reasonable accommodation request may ask for reconsideration from the Director of the Office of Equity and Compliance. The request for reconsideration shall be made in writing within ten (10) business days of receiving notice of the outcome of the reasonable accommodation request.
- (b) The Director of Equity and Compliance will review and respond in writing to the request for review within ten (10) business days of receiving the appeal. The decision of the Director of Equity and Compliance is final.

(6) REPORTING DISCRIMINATION, HARASSMENT OR RETALIATION BASED ON A DISABILITY

Any employee, student, job applicant or participants of any College-sponsored programs or services who believes that they are a victim of discrimination, harassment or retaliation based on a disability may file a complaint with any or all of the following:

- (a) The Office of Equity and Compliance at Columbus State
- (b) The Ohio Civil Rights Commission (OCRC)
- (c) The Equal Employment Opportunity Commission (EEOC)
- (d) The U.S. Department of Education, Office of Civil Rights (OCR)