



EMPLOYEES WITH DISABILITIES ACCOMMODATION POLICY

POLICY

Long Island University is committed to providing equal access and opportunities to job applicants and employees with disabilities, and prohibits discrimination on the basis of disability. It is the policy and practice of the University to comply with the Rehabilitation Act, the Americans with Disabilities Act ("ADA"), as well as with applicable state and local laws prohibiting discrimination on the basis of a disability.

Applicants and employees with a disability recognized by law are entitled to a reasonable accommodation if one is needed to enable the person to apply for a job, perform the essential elements of a job, or to enjoy the benefits offered to other applicants and employees. In general, the ADA defines a disability as a physical or mental impairment that substantially limits a major life activity or that prevents the exercise of a normal bodily function, a record of such impairment (such as cancer in remission), or a condition regarded by others as such an impairment.

Reasonable accommodations do not include lower performance standards or items for personal use or convenience. The University is obligated to provide a "reasonable" accommodation, which may not be the one requested. The process of identifying and providing a reasonable accommodation is an interactive one. The University is not obligated to provide an accommodation if it would impose an undue hardship on it, or if the person requesting the accommodation poses a direct threat to the safety of self or to others.

ESTABLISHING ELIGIBILITY

An individual who has requested a reasonable accommodation must provide certain information to the University from an appropriate health care professional. In general, the information provided must demonstrate that the individual has a disability and requires a reasonable accommodation. The information provided must describe the nature, severity and duration of the impairment; the activity or activities the impairment limits; the extent to which the impairment limits the individual's ability to perform the activity or activities; and, show why the requested reasonable accommodation is needed. Such information may include, but not be limited to, a detailed reference letter or a diagnostic report from a certified healthcare professional explaining the disability and providing recommendations for accommodations. The cost of obtaining and providing this information to the University is the responsibility of the employee.

If the individual provides incomplete or inadequate information to substantiate that he or she has a disability and/or needs the reasonable accommodation requested, the University may, at its discretion,

require the employee to provide the additional information at his or her expense, or submit to an examination by an appropriate health care provider selected by the University and at the University's expense.

The need for a reasonable accommodation may, and often does, change. Therefore, an employee who receives a reasonable accommodation may be required to reestablish his or her eligibility for an accommodation.

Standardized forms to assist an employee with establishing eligibility for consideration of a reasonable accommodation are available on the Human Resources website.

<http://www.liu.edu/About/Administration/University-Departments/Human-Resources/HR-Policies>

PROCESS

To request a reasonable accommodation, an employee with a disability should contact the Office of Human Resources, attention Ellen McHugh, Coordinator University Personnel at 516-299-2504 or ellen.mchugh@liu.edu.

The employee must provide certain information from an appropriate health care professional demonstrating that he or she is eligible for a reasonable accommodation. (See ESTABLISHING ELIGIBILITY above.)

In order to evaluate the information provided by the employee and/or his or her health care provider, the University may, to the extent permitted by law, consult with the individual's health care providers as well as the University's own medical professionals and other University personnel as may be necessary. At reasonable intervals, and in order to further the interactive process, the University will apprise the individual of the status of his or her request for a reasonable accommodation.

The University will consider all accommodation options, including the employee's preference, when determining which accommodation is reasonable. However, the ultimate selection of the reasonable accommodation to be implemented will be made by the University.

CONFIDENTIALITY

Information obtained, reviewed and/or prepared in connection with a request for a reasonable accommodation will be maintained separately from the employee's other employment records and will be kept confidential to the extent possible.