Student Worker Handbook

McPherson College

**Introduction**

The purpose of the Federal Work Study and Regular Campus Employment Program is to stimulate and promote part-time employment of undergraduate students who are in need of earnings to pursue courses of study at McPherson College. This employment, whenever possible, should complement and reinforce the educational program or career goals of the student.

The following is information on the rights and responsibilities of everyone involved in the Federal Work Study and Regular Campus Employment programs. This handbook was developed to assist students, faculty and administrators in understanding not just the generalities of the programs, but the specific responsibilities involved. Please refer to this source of information when questions or difficulties arise. If you have any further questions, the Federal Work Study Program is administered through the Office of Financial Aid located in Mohler Hall. For on campus positions, placement is handled by Career Services located in Miller Library and Payroll, located in Mohler Hall. Placement for on campus positions is handled by Career Services located in Miller Library.

**Eligibility**

Federal Work Study eligibility is based on financial need which is determined through the processing of financial aid. If a student is eligible, it will be included in his/her financial aid package. When a student returns the signed financial aid award notice to the Financial Aid Office, they are asked to specify as to whether they accept the FWS/Regular employment award or not. This is done on Bulldog Connect by accepting the award.

**Job Descriptions**

To comply with federal regulations, campus departments who will be requiring student help during the year must submit to Career Services a Job Description for each new position available. This will describe in detail the job qualifications, the location, the length of employment, the grade level and the pay rate. In addition to comply with the American with Disabilities Act, July 1993, job descriptions must include the percentage of time spent doing specific tasks i.e., walking standing, sitting, lifting, etc. This will be a helpful tool for McPherson to use in referring students to suitable positions.

The job description has several purposes. It will provide the information needed to explain the position to students and will help them select the type of employment closest to their educational or career objectives. The job description will also help the Career Service Office, the student, and the supervisor determine the number of hours of work required at the specified wage rate to meet the student’s financial need. It also provides a written record for both the student and employer (department) of the specific duties and responsibilities of the position.

**Placement**

Career Services is responsible for assisting students with placement. At the beginning of the school year, college faculty and staff will notify the director of career services, Amy Beckman, of what positions they have available, how many hours per week, and who the supervisor is. Students are to contact Amy Beckman in the Royer Center to inquire about open positions.

Career Services will refer students to the hiring supervisor in order of priority. The order is as follows:

Supervisors are asked to give priority to applicants who are Federal Work-Study eligible. If the position requires specialized skills and there are no work-study eligible applicants with these skills, the employer may hire the best candidate for the position.

**Payroll Procedures**

Once a student has been hired for on campus employment, the supervisor of the department, along with the student will complete an employment contract. The supervisor needs to indicate on this form the rate of pay for the student and the department account number. Employment contracts are delivered to Payroll for processing. The Payroll and Accounting Clerk will review the student’s records to determine what documentation may need to be completed; i.e., W-4, I-9, USED Verification. The student must complete the required documentation within 3 days of beginning work. If the documentation is not completed within 3 days of the start of employment, the student must stop working until paperwork is submitted and approved.

A student (a new student who has never previously worked for the college or a returning student who has worked for the college longer than 3 years) MUST complete a W-4 tax withholding statement and an I-9 form. (This is in accordance with federal regulations, specifically the Department of Immigration) The I-9 form must be completed in the presence of the Payroll and Accounting Clerk or the Student Employment Coordinator within 3 days of beginning work. Accurate completion of this form is imperative because I-9 forms are subject to audit at any time. It is then retained in the Payroll Office.  Acceptable documents could include a valid driver’s license and a social security card, a driver’s license and certified birth certificate or could be a valid passport.   If presenting a passport, it is not necessary to have any other form of identification. If the student does not have a driver’s license (because they do not drive), a McPherson College ID is acceptable. If the student employee doesn’t complete the I-9 within 3 days of the start of employment, work must stop (as well as pay) until the form is completed.

Payment is generated by time sheets on a monthly schedule. This time sheet must be filled in every day by the student. The student will indicate the time they started, the time they ended and the total hours worked for the day. At the end of the week, they total up their hours. Students are not paid for meal breaks or holidays. For instance, if a student worked from 9am to 4 pm and took an hour for lunch, the total hours he/she worked would be 6. At the end of the pay period, the student is responsible for obtaining their supervisor’s signature and turning the time sheet into Payroll

The pay period is the 1st day of the month through the last day of the month. Signed time sheets are due to Payroll within 2 business days after the end of the pay period. Pay day is on the 15th of the month. If the 15th falls on a Saturday or Sunday, pay day will be on the Friday before... If time sheets are not received by the Payroll and Accounting Clerk within 2 days of the end of the pay period, the student will not be paid until the following payroll period.

If a student works at more than one job on campus, he/she will receive only one check for the one or more jobs. If a student did not receive a paycheck or there is a discrepancy in the check received, the student or the supervisor should contact Career Services or Payroll Office. Paychecks may be picked up in the Business Office.

Federal regulations require that American and International students only work (20) hours a week. NO OVERTIME UNDER ANY CIRCUMSTANCES.

Any student whose financial aid application has been selected for verification by the U.S. Department of Education, State of Kansas or by McPherson College will not be allowed to work and will not be cleared until all documentation is complete and cleared with the Financial Assistance Office.

**Hourly Pay Rates**
Hourly pay rates are determined by the college’s Business Office and will not be lower than the federal minimum wage.

**Monitoring Earning and Hourly Limitation:**Students eligible for student employment may work 20 hours or less per week at McPherson College. Before a student worker may work more than 20 hours in a work week, the student worker must have the approval of her/his supervisor.

**Evaluations**

Once a year (or at the end of an assignment), evaluation forms are sent to all supervisors of student employees. This is a means of rating the progress of each student.

The students are judged on quality and quantity of work in addition to reliability, punctuality, and attendance. The evaluation should be discussed with the student and should include comments, praises, or criticisms in a constructive manner that will encourage further development. The supervisor will note if he/she wishes to rehire the student for the following year. These evaluations are submitted to Career Services to be kept on file. They are often referred to when off campus job opportunities arise, and they are a source of reference for the potential employer.

**Absences**

Supervisors should be notified immediately if a student cannot maintain the scheduled hours. If a student knows in advance that he/she cannot work, he/she should notify the supervisor at least 24 hours in advance. If a student is ill, he/she should call their supervisor as early in the working day as possible. If circumstances arise that require a period of time off, a student should arrange it in advance. PLEASE NOTE: permission to be absent from work is a request and must be approved by the supervisor. Repeated absence or tardiness can be cause for termination.

**Termination of Employment**

If a department is considering termination of a student because of unsatisfactory job performance, there are procedures that should be followed. Supervisors should fill out a review of each student’s job performance at the bottom of the time sheet indicating good, fair or poor performance. It is at this time that the student should be counseled and documented. If the problem should continue, a second discussion should take place and be documented; the student is then placed in a probationary period of employment. If there is no evidence of improvement within a specified amount of time, the student should be terminated. Career Services should be copied on all letters to students concerning job performance. The office should be notified immediately with a written explanation of why this action has been taken and should include the performance evaluation. If a supervisor has any questions regarding the termination procedures, please call Career Services.

Any student who is experiencing difficulty with a supervisor should first discuss the issue with the supervisor. If the student feels the problems are continuing, he/she can contact Career Services for guidance.

Any student who believes he/she has been discriminated against while employed has the right to register a complaint and seek re- evaluation of his/her grievance. Refer to the McPHERSON COLLEGE STUDENT HANDBOOK for additional information.

**Resignation**

If a student wishes to resign from his/her position, he/she must give his/her supervisor two weeks notice and notify Career Services. The prompt notification will enable the department to request and locate a replacement.

**Budgets**

Career Services will interact with the Business office on a monthly basis to review department Federal Work Study allocations and budget allocation. This is used as a check to insure departments are within their Federal Work Study budget. Based on monthly reports from the Business Office listing expenditures to date, Career Services will advise any department who may be nearing their limit and advise them to pursue the matter with their Supervisor and to appeal in writing to the Business Office for a possible increase to the budget. Additional meetings are held in July, to determine department allocations for the next year.

**Community Service-Reading Tutors**

The Community Service Program provides services to students that are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs. These services range from health care, child care, literacy training, education (tutoring), and recreation. In addition Community Service includes students that have disabilities and are enrolled at our school. America Reads Challenge (Reading Tutors Program) provides opportunities for FWS students to tutor pre-school age children and children in elementary schools. The FWS students must undergo a brief training period prior to their assignment. Students interested in working in these positions should contact the Career Planning and Placement Office.

**Alcohol and Drug Policy**

McPherson College prohibits the possession or use, processing, distributing, manufacturing, selling or being under the influence of alcohol or illegal drugs by any student, faculty, or staff person anywhere on campus or at college functions. The College believes that the use and abuse of these substances is counterproductive to the educational process and often contributes to behaviors that are disruptive to the entire campus community. In addition, health risks are associated with misuse and abuse of such substances and legal consequences for illegal drug use can be quite severe and greatly impact a person’s future.

Alcohol containers and/or drug paraphernalia including beer cans, bottles and/or shot glass collections displayed in a room are prohibited on campus. Containers being used for art class projects are exempt. McPherson College partners with local law enforcement and will periodically use canines and other related tools to sweep for contraband. Residence Life staff will periodically and randomly perform health and safety checks, too.

Students are responsible for their guests and for any violation of these policies including disorderly conduct or damages that are associated with the consumption of alcohol or the use of illegal drugs.

Under the current Kansas statute, “no person under the age of twenty-one (21) can legally purchase, possess or consume liquor or cereal malt beverages.” In addition, “anyone who directly or indirectly sells to, buys for, gives or furnishes intoxicating liquor or cereal malt beverages to a person under 21 years of age is guilty of a Class B Misdemeanor.”  Students participating in the PELL Grant Program are required by the federal government to sign the “Anti-Drug Abuse Act Certification.”

Parent/legal guardians of students under the age of 21 may be notified of community code violations involving alcohol use or possession, and/or illegal drug use or possession.

**CONSEQUENCES FOR ALCOHOL POLICY VIOLATIONS**

Students in violation of the McPherson College Alcohol Policy will be subject to a number of possible conduct consequences, some of which may not be listed. Details of the judicial process are located in the McPherson College Student Handbook. In all cases involving fines, the entry will read as a “judicial fine” on the individual’s bill from the College. Unlike McPherson College policies regarding the release of grades and other academic information, the College may notify parents/guardians in case of alcohol violation. In all complaints involving suspension, readmission will be contingent upon successful completion of treatment.

**DRUG POLICY**

McPherson College defines the possession of controlled or illegal substances as the presence of such substances or associated paraphernalia on the student’s person, in his or her room, automobile, or among properties controlled, owned or used by the student. All parties who are present at the time that illegal drug possession or consumption is established are subjected to the same sanctions as the individual(s) who brought the drug into the environment or were possessing it or consuming it. Given reasonable cause, drug testing may be required if students suspected of a drug related offense. Refusal to participate in testing may be used as grounds for disciplinary action.

Student(s) who possess expired prescription drugs and/or unreasonable, large quantities of prescription drugs will be asked to provide independent, medical verification that the quantity and the prescription is valid. If medical verification is not obtained, he or she will be subject to the sanctions outlined in this policy.

Drug Sanctions:

Any student found in violation of the McPherson College drug policy will be subject to disciplinary actions. When large quantities of illegal drugs are involved or there is evidence of drug distribution, the implicated student will be subject to criminal charges by law enforcement.

**Sexual Violence Policy**

This policy applies equally to all members of the McPherson College community: students, faculty, administrators, staff, contract employees, and visitors.

The college is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Any victim of alleged sexual violence shall be promptly notified by the Dean of Students or the Director of Human Resources of her/his rights in writing.  Likewise, McPherson College shall make 24-hour assistance available to those, who have been affected by sexual violence, through the Dean of Student’s Office or the college’s Human Resources Department.  Additionally, the victim’s name shall be withheld from any timely reports as required by the Clery Act.

**Sexual violence is inclusive of the following definitions:**

1. Sexual assault includes the attempt or act of rape (sexual intercourse without consent or with a child under the age of consent, by a stranger, an acquaintance or an intimate), forced sodomy (forced oral or anal sex), or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person’s intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another’s intimate parts;
2. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law;
3. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction; and/or
4. Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

The above acts constitute sexual violence when they are committed against a person’s will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant’s responsibility for the sexual violence.

The college will respond promptly, confidentially, fairly, and decisively to all reports of sexual violence by investigating.  Any charge must be proved by preponderance of evidence.

A member(s) of the college community, if made aware of an alleged incident of sexual violence, shall be mandated to promptly report the alleged incident to the Dean of Student Services and/or the Director of Human Resources, for prompt investigation.

A member(s) of the college community accused of sexual violence and, if the allegation is substantiated beyond a reasonable doubt, will be subject to the college’s disciplinary policies when the alleged incident has occurred on-campus or when the incident has occurred off campus and materially affects the learning environment or operations of the college.

Members of the college community, who are aware of an incident of sexual violence, and fail to report the incident to any of the designated parties in this policy, shall likewise be subject to the college’s disciplinary policies.

Sexual violations are serious violations of the college’s student code of conduct, faculty standards and college employee and administrative policies. They may be crimes under state law and punished by fines and/or imprisonment. In addition, these actions may be subject to civil suit for damages.

The Dean of Students serves as the Title IX Coordinator for the college.

The offices of the Dean of Students and Human Resources shall provide education including prevention and awareness programs to the college community on an annual basis.

These programs shall include

* a statement that the institution prohibits these offenses;
* the definition of domestic violence, dating violence, sexual assault, and stalking in its jurisdiction;
* the definition of consent in reference to sexual activity;
* safe and positive options for bystander intervention;
* information on risk reduction to recognize warning signs of abusive behavior and
* the sexual violence incident protocol.

Additionally these programs will provide education on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.  The college will provide on-going prevention and awareness campaigns on this policy for students and faculty.

The sexual violence incident protocol includes:

1. The procedures that will be followed once an incident of these crimes has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from the report;
2. The procedures that victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:
	1. the importance of preserving evidence;
	2. to whom the alleged offense should be reported and
	3. options regarding law enforcement and campus authorities, including notification of the victim’s option to notify law enforcement (on-campus and local police), be assisted by campus authorities in notifying law enforcement if the victim so chooses, the option to decline to notify such authorities, and, where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a  court.
3. The procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault and stalking, which shall include statements that proceedings shall:
	1. provide a prompt, fair, and impartial investigation and resolution;
	2. be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability and
	3. the accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
4. Information on how:
	1. both the accuser and the accused shall be simultaneously informed, in writing, of:
		1. the outcome of the institutional disciplinary proceeding;
		2. the institution’s procedures for the accused and the victim to appeal the results;
		3. any change in the results that occurs prior to the time the results become final;
		4. when the results become final;
		5. information about how the institution will protect the confidentiality of victims;
		6. written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community and
		7. written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

 This administrative policy, in association with the sexual violence incident protocol, is intended to be compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998 and more recently on March 7, 2013, Violence Against Women Reauthorization Act (VAWA) which requires all postsecondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to all current students, employees, and to any applicant who so requests. This college policy also is intended to comply with the VAWA, inclusive of the Campus Sexual Violence Elimination Act (Campus SaVE).  Any interpretation of this policy should be done with this intent in mind.

**Equal Opportunity Employer**

McPherson College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, GINA (the Genetic Nondiscrimination Identification Act), sexual orientation, or any other characteristic protected by applicable federal, state, or local laws.  This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.  This policy also includes applicants.

Retaliation against any employee for filing or supporting a complaint of discrimination or harassment in violation of this policy is also prohibited.

Employees are encouraged to report suspected violations of this policy to their supervisors, Human Resources or the college President for timely investigation and response.
 **Americans with Disability (ADA) Reasonable Accommodation Policy**

I.    Purpose

    The purpose of the Americans with Disabilities Act (ADA) Reasonable Accommodation Policy is to provide policy and procedures to ensure equal and effective opportunities for persons with disabilities and full compliance with the employment provisions of Titles I and II of the Americans with Disabilities Act, including the ADA Amendments Act of 2008.

II.    Policy

    The College is committed to providing equal access and opportunity to qualified persons with disabilities in all terms and conditions of employment and in all College programs and services. The College recognizes that in order to have equally effective employment opportunities and benefits, individuals with disabilities may need reasonable accommodation. The College will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable accommodation, as necessary, to afford equal employment opportunity and equal access to programs, services, and benefits for qualified persons with disabilities. Questions regarding reasonable accommodation and/or discrimination on the basis of disability should be directed to the College Director of Human Resources.

III.      Definitions

Disability with Respect to an Individual Means:  A physical or mental impairment that substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such impairment.

In addition, an individual may not be discriminated against due to association with a person who has, has a record of, or is regarded as having such impairment.

**Major life activities are:**

(1) Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

(2) It also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

“Regarded as” having such an impairment means the absence of a physical or mental impairment but regarding or treating an individual as though such an impairment exists. An individual meets the requirement of being “regarded as having such an impairment" if the individual establishes that he or she has been subjected to a prohibited action because of an actual or perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity. Being “regarded as” having an impairment shall not apply to impairments that are transitory or minor. A transitory impairment is an impairment with an actual or expected duration of six months or less. A reasonable accommodation or a reasonable modification to policies, practices or procedures need not be provided to an individual who only meets the “regarded as” definition of disability.

A Qualified Person with a Disability is a person who satisfies the requisite skills, experience and other job-related requirements of the position and who, with or without reasonable accommodation, can perform the essential functions of the job.

Essential Functions are job duties that are fundamental to the position, not marginal to the position. Duties are what must be accomplished, not how the duties are performed.  Essential functions are those job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function can be "essential" if, among other things, the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the employee is hired based on the ability to perform the function.

Reasonable Accommodation means modifications or adjustments to a job application process that enable a qualified person with a disability to be considered for a position OR modifications or adjustments to the job, work environment, or the way in which work is customarily performed that permit a qualified employee with a disability to perform the essential functions of the job or enjoy the benefits and privileges of employment equal to those of employees without disabilities.

**Disability shall be construed in accordance with the following:**

(1) The definition of disability shall be construed in favor of broad coverage;

(2) an impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability;

(3) an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active; and

(4)

(A) The determination of whether an impairment substantially limits a major life activity shall be made without regard to the beneficial effects of mitigating measures such as the following:

(i) Medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eye glasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies;

(ii) use of assistive technology;

(iii) reasonable accommodations or auxiliary aides or services; or

(iv) learned behavioral or adaptive neurological modifications.

(B) The beneficial effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether and impairment substantially limits a major life activity.

(C) As used in this subparagraph:

(i) "Ordinary eyeglasses or contact lenses" means lenses that are intended to fully correct visual acuity or eliminate refractive error; and

(ii) "low-vision devices" means devices that magnify, enhance, or otherwise augment a visual image.

Undue hardship means that a specific accommodation would require significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and cost of the accommodation needed and the impact of the accommodation on the operations of the College.

IV.    Procedures

1. **Employment Applicant Request for Accommodation:**
2. All application materials shall be made available in alternative formats, upon request, according to the needs of a qualified person with a disability. The College jobs website shall include the following statement or its equivalent and applicants shall be notified that they can request reasonable accommodation for the application, testing and interview process as follows:

To request an ADA accommodation or for more information, please contact the Director of    Human Resources at (620) 242-0454

1. Applicant requests for reasonable accommodation shall be made to the College Director of Human Resources.
2. Upon receiving a request for reasonable accommodation, the Director of Human Resources will evaluate the request and determine what, if any, accommodation is appropriate.  To ensure that all reasonable accommodations have been considered, the Director of Human Resources will talk to the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the College is choosing between different possible reasonable accommodations.
3. The Director of Human Resources may request medical documentation of the applicant's disability if the disability and/or the need for accommodation is not obvious.  Documentation of an applicant’s disability is confidential.
4. If an accommodation is appropriate, the Director of Human Resources will assist the hiring authority in arranging the accommodation.
5. In cases where requests for accommodation are not approved such as the employee is not deemed eligible for an ADA accommodation, what reasonable accommodation is needed or was approved or there was a finding of hardship, the Director of Human Resources shall inform the applicant in writing of the decision and inform the applicant of the availability to appeal the decision to the College President.
6. **Employment Interview Request for Accommodation:**
7. Applicants who have received employment interview offers may make an accommodation request. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodation for a person's disability.
8. The Director of Human Resources may request documentation of the applicant's disability.  Documentation of an applicant’s disability is confidential.
9. The Director of Human Resources shall make a decision regarding the request and, if approved, arrange the accommodation. If the request is not approved such as the employee is not deemed eligible for an ADA accommodation, what reasonable accommodation is needed or was approved or there was a finding of hardship, the Director of Human Resources shall inform the applicant in writing of the decision and inform the applicant of the availability to appeal the decision to the College President.

**C.  Selected Applicant Request for Reasonable Accommodation:**

1. After interviewing all applicants and evaluating all relevant, non-medical information, the hiring authority or designee makes a conditional offer of employment to the applicant who is determined to best match the needs of the position.  If necessary, the selected applicant may request reasonable accommodation to perform the essential functions of the job.
2. When the disability and/or the need for accommodation is not obvious,  the Director of Human Resources may request medical documentation concerning the individual’s status as a person with a disability and his or her functional limitations to verify the need for accommodation.
3. The Director of Human Resources will review the medical documentation to determine whether or not the person has a disability that qualifies under the ADA.
4. The Director of Human Resources, in consultation with the selected applicant, and hiring authority or designee, shall:

a. Ensure that the applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.

b. Review to determine if the accommodation shall enable the individual to perform the essential functions of the job by:

* 1. Obtaining relevant job and task information through a job analysis;
	2. Determining if job duty or function is essential by review of analysis;
	3. Exploring job modification alternatives by consulting with the individual;
	4. Identifying barriers to job performance and assessing how accommodation could overcome those barriers;
	5. Determining the most effective modification or adjustment for the individual.

c. Determine whether the reasonable accommodation would pose an undue hardship for the employer considering the nature and cost of the accommodation and the financial resources available.

d. The hiring authority or designee, in consultation with the Director of Human Resources, shall consider the reasonableness of the proposed accommodation.

e. If approved, implement a reasonable accommodation giving consideration to the preferences of the individual, or notify the individual that the requested accommodation is not reasonable.  While the individual’s preferences will be given consideration, the College is free to choose among reasonable accommodations.

f. The individual may accept or reject the decision and/or the specific accommodations proposed.  The individual may offer additional information and/or may propose alternative accommodations.

g. The Director of Human Resources may consult with appropriate staff, managers, or technical specialists to decide if the proposed alternative is feasible or would cause an undue hardship for the College.  The ultimate decision on which reasonable accommodation to provide shall, however, be the College’s decision.

h. The selected applicant, supervisor/manager/hiring authority or designee, and the College Director of Human Resources shall complete and sign a reasonable accommodation agreement detailing the accommodation to be provided.  The employing department shall implement the agreed-upon accommodation.

i. The individual may disagree with the decision or reject the accommodation offered and may appeal the decision to the College President.  However, if the individual cannot perform the essential functions of the job as a result of the rejection, the accommodation process may cease.

**D.  Current Employee Request for Accommodation:**

1. An employee who believes he/she needs reasonable accommodation to enable them to perform the essential functions of his/her job, or to enjoy the benefits and privileges of employment, shall inform the supervisor, or the College Director of Human Resources, of the need for an accommodation. When employee requests for accommodation are made to the supervisor, the supervisor shall contact the College Director of Human Resources for assistance.
2. The employee will meet with the College Director of Human Resources, who will explain the reasonable accommodation process and may request appropriate medical documentation if the disability and/or the need for accommodation is not obvious.
3. The College Director of Human Resources may request and evaluate information from the employee’s medical professional to determine the existence of disability or the need for accommodations. Requests will include job-related limitation(s) created by the employee’s disability. Medical records of the employee’s condition shall be kept confidential in a locked file separate from the employee’s personnel record. Limitations as a result of the condition will be provided to the employee’s supervisor.
4. The College Director of Human Resources, in consultation with the employee and employee’s supervisor, shall:

a.  Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary;

b.  Identify the potential accommodation(s) and assess the effectiveness of each in enabling the employee to perform the essential functions of the job; and,

c.  Recommend the accommodation(s) that is most appropriate for both the individual and the employer. While the individual’s preference will be given consideration, the College is free to choose among reasonable accommodations.

5.    To ensure that all effective accommodations have been considered, the College Director of Human Resources shall talk to the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are choosing between different possible reasonable accommodations.  The reasonable accommodation procedure is intended to be an interactive process, with the involvement of the employee requesting the accommodation.

6.    The employee and the employee’s supervisor and the College Director of Human Resources shall complete and sign a reasonable accommodation agreement detailing the accommodation to be provided. The employing department shall implement the agreed-upon accommodation, and make necessary adjustments.

7.    If an employee who requested an accommodation disagrees with the recommended accommodation, he/she may appeal the decision to the College President.

8.    After an accommodation is provided, the College Director of Human Resources will follow-up to evaluate the effectiveness of the accommodation.

9.    If at any time there is a question about the continuing nature of an employee’s reasonable accommodation, or if adjustments to the accommodation plan are necessary, the employee or the employee’s supervisor shall contact the College Director of Human Resources.

10.    Temporary conditions may be covered as disabilities depending on the duration and impact of the impairment and the extent it limits major life activities and shall be treated on a case-by-case basis.

11.  Requests for leave or reassignment as a reasonable accommodation due to a disability will be considered on a case-by-case basis.  Typically, these are considered the “accommodations of last resort” and only utilized in certain circumstances when other accommodations would not be effective.      Requests for leave or reassignment as an ADA accommodation should be directed to the College Director of Human Resources.

**E.  Medical Documentation:**

1. Medical documentation may be requested by the Director of Human Resources only when the disability or need for accommodation is not obvious, or restrictions must be defined. Information from the employee’s medical practitioner may be necessary to document the employee’s job-related limitation(s) and to assist in determining an effective reasonable accommodation for the employee. The College Director of Human Resources will make all requests for medical documentation. The employee requesting an accommodation is responsible for providing the medical documentation requested. When additional information is needed, the College Director of Human Resources will request permission from the employee to contact their medical practitioner. Supervisors and managers may not request information about the employee’s disability or have access to the employee’s medical information other than restrictions imposed.
2. If the College Director of Human Resources finds the documentation insufficient to provide an accommodation, the College Director of Human Resources will explain why the documentation is insufficient and request more complete information from the employee and directly from the employee's medical practitioner if the employee provides a written release. If the employee still fails to provide sufficient documentation from their health care professional to substantiate that a disability exists and a reasonable accommodation is needed, The College may refuse to provide the accommodation or require the employee to be examined by an appropriate health care professional of the College's choice and at the College's expense.
3. An employee’s failure to provide necessary documentation where it has been properly requested could result in a denial of reasonable accommodation.

**F.  Dissemination of Reasonable Accommodation Procedures**

1. Copies of the reasonable accommodation policy shall be readily available to all College employees. The policy shall be posted on the College’s intranet. It will also be available in a designated location such as the Director of Human Resources’ office.
2. The College’s reasonable accommodation policy shall be accessible to individuals with disabilities. Copies of the reasonable accommodation Policy will be made available in alternative formats, such as large print or Braille, on request by contacting the College Human Resources Director.

**7.2020**