

# Disability Accommodations Policy for Employees and Applicants

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April 2019

Mount St. Joseph University (the “University”) complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), the Ohio Civil Rights Act (OCRA), and all applicable local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the University will provide reasonable accommodations to disabled employees and applicants if the reasonable accommodations would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the University.

Individuals who believe they are entitled to receive a disability accommodation are responsible for requesting a reasonable disability accommodation in writing from the University’s Director of Human Resources and Equal Opportunity Officer, Lisa Kobman, who can be reached at (513) 244-4979 or by emailing [lisa.kobman@msj.edu](mailto:lisa.kobman@msj.edu). Disability accommodation requests must include the following relevant information:

- A description of the accommodation requested;
- The reason the accommodation is needed;
- Medical documentation from a healthcare professional confirming that the individual has a disability within the meaning of the ADA and applicable state or local laws, and that the individual’s disability necessitates a reasonable accommodation, which medical documentation the Office of Human Resources will keep confidential; and,
- How the accommodation will help the individual perform the essential functions of the individual’s job.

After receiving a written request for a disability accommodation, the University will engage in an interactive dialogue with the individual to determine the precise limitations of the individual’s disability and explore potential reasonable accommodations that could overcome those limitations. The University encourages individuals to suggest specific reasonable accommodations, but the University is not required to make the specific accommodations requested by an individual and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the University.

## ***Employee Handbook***

The University makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The University strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made.

Questions about reasonable accommodation requests should be directed to the University's Director of Human Resources and Equal Opportunity Officer, Lisa Kobman, who can be reached at (513) 244-4979 or by emailing [lisa.kobman@msj.edu](mailto:lisa.kobman@msj.edu).

Individuals will not be retaliated against for requesting an accommodation in good faith. The University expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. The University is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of the University's efforts depends largely on individuals reporting inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the University's Director of Human Resources and Equal Opportunity Officer, Lisa Kobman, who can be reached at (513) 244-4979 or by emailing [lisa.kobman@msj.edu](mailto:lisa.kobman@msj.edu). If employees do not report retaliatory conduct, the University may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.