Policy Title: Reasonable Accommodation Policy			
Policy #:	PRE-HR-007		
Responsible Office:	Human Resources		
Responsible Administrator:	Vice President for Finance & Administration		
Date Reviewed:	Under Review	**Revisions Made?** Yes ___ No___	
Date of Next Review:	Under Review		

PURPOSE

The Americans with Disability Act defines "accessibility" as the freedom of persons with disabilities to approach, enter, and use or participate in academic programs, personnel offices, work sites and public areas. An "accommodation" is any change, modification or adjustment of the work environment which enables individuals with disabilities to enjoy equal employment opportunities. A "reasonable accommodation" is action, which is reasonably possible in the circumstances, to make the regular services of a place of public accommodation accessible to persons who otherwise could not use or fully enjoy the services because of the person's sensory, mental, or physical limitation.

AUDIENCE

Campus community

DEFINITIONS

N/A

POLICY STATEMENT

Western Oregon University is committed to nondiscrimination in the delivery of its programs, services and facilities to persons with disabilities.

PROCEDURES

Western Oregon University shall inform persons with disabilities in a timely manner of their right to request and receive reasonable accommodations. Such notification will be provided verbally in announcements and/or written material regarding university programs, activities and services. The Office of Disability Services shall coordinate and provide reasonable accommodations for faculty, staff, students and community members. All presentations, forms, and brochures shall be altered to include a statement of nondiscrimination, and shall be made available in alternate format upon

request. The University shall provide annual training to faculty and staff on workforce diversity which shall include nondiscrimination on the basis of disability. Information gathered in interviews and forms containing information regarding disability status shall be considered confidential.

Complaints alleging discrimination in employment or in access to facilities, goods and services at Western Oregon University should be made to immediate supervisors, or to the department or program directors as specified in the University's Procedures for Reasonable Accommodation Complaints. The Director of the Office of Disability Services and the University's ADA Coordinator are available to assist in resolving a request or complaint.

FORMS

N/A

AUTHORITY

Western is in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA) of 1990, and Oregon Revised Statute 659.405.

RESPONSIBILITY

The Office of Human Resources is responsible for this policy and may be contacted at 503-838-8490 or hr@wou.edu.

Alternate formats of this policy may be requested from the Office of Human Resources.