

# Reasonable Accommodations Policy

Corning Community College has a long established policy of providing accessible facilities for all persons with disabilities. The College also complies with the Americans with Disabilities Act (ADA) and establishes this Reasonable Accommodation Policy to guide the College in its efforts to comply with the law.

Corning Community College will provide students, job applicants, employees and campus visitors reasonable accommodations, short of causing the College undue hardship, if any of the following conditions covered by the ADA exist:

- The individual has a physical or mental impairment, which substantially limits one or more major life activities.
- The individual has a record of such impairment.
- The individual is regarded as having such impairment.

Corning Community College will discuss the possibility of reasonable accommodation with the affected individual and solicit his/her suggestions as to what may be done. The College may also elect to discuss the situation with the affected individual's physician, independent physicians, or vocational counselors.

Possible avenues of reasonable accommodation include providing access to facilities, shifting of duties, a reduction or rescheduling of working hours, or other reasonable measures, which do not cause undue hardship to the College. Any reasonable accommodation must allow for the essential functions of the position, as described on the position analysis, to be carried out by the affected individual.

The College may deny a request for an accommodation if the President of the College decides that the remedy will place an undue hardship upon the College. An undue hardship response will take the following factors into consideration:

- If the individual has the necessary qualifications to perform the essential functions of the position.
- If the accommodation requested places anyone in danger.
- If alternative means of providing access exist.
- If the accommodation fundamentally alters the nature of the activities in the affected area.
- If the accommodation creates substantial administrative disruptions imposed by the change.
- The nature and the cost of the accommodation.

The President of the College will provide a written response for any denial of a reasonable accommodation that is based on undue hardship. All supervisors will receive ongoing training about their obligations under the ADA and be informed of all policies developed to comply with the law.

In addition, a budget line will be established to finance expenses for any reasonable accommodations the College makes.

Employees and job applicants must make their requests for reasonable accommodations through the Director of Human Resources, who is designated as the College's Section 504/ADA Coordinator; students and members of the public must make their requests for reasonable accommodations through the Office of Accessibility Services. All medical information acquired during the process will be confidential. Any decision regarding undue hardship will be made by the President of the College.