

# MISSISSIPPI STATE UNIVERSITY<sup>™</sup>

## Policy and Procedure

### THE AMERICANS WITH DISABILITY ACT (ADA) REASONABLE ACCOMMODATION IN EMPLOYMENT

#### PURPOSE

The Americans with Disabilities Act of 1990 (ADA) prohibits employers from discriminating against "otherwise qualified disabled individuals" in hiring, advancement, discharge, compensation, training, and other terms, conditions and privileges of employment. Mississippi State University is required by this law to provide reasonable accommodation to qualified applicants and employees with disabilities. For more information about the ADA, visit the U. S. Equal Employment Opportunity Commission's (EEOC) website at [www.eeoc.gov](http://www.eeoc.gov). Also see ADA Homepage: <http://www.usdoj.gov/crt/ada/adahom1.htm>

#### POLICY

Mississippi State University is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities. It is the policy of the University to make a reasonable accommodation for a qualified individual with a disability as defined in applicable laws and regulations, if requested and appropriate, unless doing so will result in undue hardship to the University. Retaliation against a qualified individual with a disability for utilizing this policy is prohibited.

#### PROCEDURE

##### Reasonable Accommodation

Employee and applicants are responsible for requesting a reasonable accommodation under this policy as described below. After a request for a reasonable accommodation is made by a qualified individual, the appropriate University officials and the individual will engage in an interactive process to clarify individual needs and attempt to identify an appropriate and reasonable accommodation that does not impose an undue burden on the University.

The Department of Human Resources Management (HRM) is responsible for providing technical advice and assistance regarding reasonable accommodation issues to applicants and employees. If you are seeking information regarding or would like to make a request for a reasonable accommodation, and you are an applicant or a current

employee of Mississippi State University, you should contact HRM at 662-325-3713 or complete and submit to HRM the MSU Disability Accommodation Request Form located on the HRM Web Site at <http://www.hrm.msstate.edu/forms/>.

All brochures, letters, and other invitations to University events should contain the following:

“If you require special assistance relating to a disability, please contact (enter name and number of contact person).”

#### REVIEW

This policy and procedure will be reviewed by the [Director, HRM](#) at a minimum of every four years or as needed.

HRM 60-123  
07/02/07  
Effective 08/01/2007  
Revised 09/25/12

Recommended by:

/s/ Judy Spencer  
Director of Human Resources Management

06/20/12  
Date

/s/ Jerome A. Gilbert  
Provost and Executive Vice President

06/22/12  
Date

Reviewed by:

/s/ Lesia Bryant  
Director of Internal Audit

08/06/12  
Date

/s/ Joan L. Lucas  
General Counsel

08/28/12  
Date

APPROVED:

/s/ Mark Keenum  
President

09/25/12  
Date

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## ATTACHMENTS

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**Attachment A**

[MSU Disability Accommodation Request Form](#) (pdf)