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. 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.
Recommended by:

/s/ Judy Spencer 06/20/12
Director of Human Resources Management Date

/s/ Jerome A. Gilbert 06/22/12
Provost and Executive Vice President Date

Reviewed by:

/s/ Lesia Bryant 08/06/12
Director of Internal Audit Date

/s/ Joan L. Lucas 08/28/12
General Counsel Date

APPROVED:

/s/ Mark Keenum 09/25/12
President Date
Attachment A
MSU Disability Accommodation Request Form (pdf)