

Title: ACCESSING ACCOMMODATIONS FOR
EMPLOYEES WITH DISABILITIES

Code: CC0201

Policy Reference: C0200, C0201, C0203 and F0102; Board Minutes, 5/18/92

It is the intent of Milwaukee Area Technical College (MATC) to fully comply with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990. The ADA/504 coordinator will ensure that employees with disabilities are provided reasonable accommodation to ensure their successful employment at MATC. The ADA/504 coordinator, in cooperation with the Department of Human Resources, has the responsibility to determine and provide effective accommodation for applicants and employees with disabilities.

Accessing Reasonable Accommodation for Prospective Employees and Regular Employees

All prospective employees (applicants) and current employees will be informed of MATC's policy to provide reasonable accommodations for persons with disabilities. This information will be disseminated to employees by the ADA/504 coordinator through the Office of Human Resources.

All prospective employees (applicants) and regular employees will be given equal access to employment opportunities at MATC.

Prospective employees and regular employees will not be asked if they have a disability; however, all prospective employees (applicants) who voluntarily indicate during the application or interview process that s/he has a disability may be asked follow-up questions regarding possible accommodations or referred to the ADA/504 coordinator and designated staff. Referral will be accelerated for prospective employees (applicants) anticipating taking employment tests or interviews.

All prospective employees (applicants) and regular employees shall be given the "MATC Reasonable Accommodation Request Form" for their use, if needed (see attachment).

Any prospective employee (applicant) or regular employee who becomes disabled may request reasonable accommodations at any time during his/her employment at MATC.

Eligibility for Effective Accommodation

Anyone requesting accommodations must provide MATC with specific documentation of his/her disability and fill out an MATC Reasonable Accommodation Request Form.

Approving Authority:

Theresa Barry

Date:

1/01/09

Title: ACCESSING ACCOMMODATIONS FOR
EMPLOYEES WITH DISABILITIES

Code: CC0201

Policy Reference: C0200, C0201, C0203 and F0102; Board Minutes, 5/18/92

Reports from medical doctors, licensed psychologists, the Division of Vocational Rehabilitation, or any licensed/certified social service agency are acceptable. In order to assure auxiliary aids are available to meet the prospective employees' (applicants) or regular employees' needs, the ADA/504 coordinator must receive the request as soon as possible, but no later than 10 calendar days prior to the first day the service is needed.

Types of Reasonable Accommodations

Reasonable (effective) accommodations at MATC can include, but are not limited to, any or all of the following: barrier free design of facilities; auxiliary services (interpreters, scribes, readers); access technology (large print, audible and/or Braille output devices); and alternative scheduling at various times and locations.

Staff designated by the ADA/504 coordinator are responsible for evaluating the type and amount of accommodations required for prospective employees (applicants) and regular employees with disabilities. Referrals can be made through the Office of Human Resources or self-referral by the prospective employee (applicant) or regular employee, or the employee's supervisor. Designated staff will meet with the supervisor and employee to determine what services/accommodations will be provided until documentation is secured. Human Resources will meet with the ADA/504 coordinator and the prospective employee (applicant). All recommended accommodations will be provided at no charge to the prospective employee (applicant) or regular employee.

Any employee who, in his/her day-to-day work with prospective or regular employees, determines the need for special accommodation by that individual should contact the ADA/504 coordinator for assistance.

Confidentiality

Admission of a disability is voluntary and will be handled in a confidential manner as outlined in Section 504 of the Vocational Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and the Family Educational Rights and Privacy Act of 1974 as amended.

The Appeal Process

If a prospective employee (applicant) or regular employee disagrees with a decision regarding an accommodation request, s/he may appeal the decision to the ADA/504 coordinator or designee within 30 calendar days, using the following procedure:

Title: ACCESSING ACCOMMODATIONS FOR
EMPLOYEES WITH DISABILITIES

Code: CC0201

Policy Reference: C0200, C0201, C0203 and F0102; Board Minutes, 5/18/92

The appeal must be in writing, stating the reason for the disagreement, and submitted to the ADA/504 coordinator or designee.

Pending the outcome of the appeal, the accommodations recommended by the college staff will be available.

The ADA/504 coordinator will reevaluate the decision, considering any information or statements supplied by the prospective employee (applicant) or regular employee (including any additional information from medical or vocational rehabilitation experts). It is the prospective employees' (applicants) or regular employees' responsibility to provide all necessary documentation at his/her own expense in support of their appeal.

The ADA/504 coordinator may elect to use the assistance of an Accommodations Committee. The ADA/504 Accommodations Committee may consult with outside agencies in the appeal process, taking care to provide confidentiality for the prospective employee (applicant) or regular employee.

The ADA/504 Accommodations Committee will discuss its findings and make recommendations to the ADA/504 coordinator for appropriate action.

The ADA/504 coordinator will make the "final appeal decision."

The prospective employee (applicant) or regular employee will be notified of the final decision in writing within 30 calendar days after the appeal is filed.

By filing this appeal, the prospective employee (applicant) or regular employee does not give up his/her right to pursue other appeal processes within the college or through outside regulatory agencies.

The ADA/504 Coordinator is: Director of Academic Support
Genell Gialdini
Milwaukee Area Technical College
700 West State Street
Milwaukee, WI 53233
414-297-7324