Purpose: To establish a policy which ensures employment, educational opportunities, and provision of services extended to individuals with handicaps and disabilities in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Policy Statement: Educational and employment opportunities and the provisions of any and all public services at Meharry are administered without discrimination against individuals with handicaps and disabilities in compliance with the Rehabilitation Act of 1973 as amended therefore, and the Americans with Disabilities Act (ADA) of 1990.

Qualified individuals with handicaps and disabilities shall be treated without discrimination in all aspects of employment such as hiring, advancement, demotion or transfer, recruitment, advertising, lay-off or termination, rates of pay, or other forms of compensation, benefits, and selection for training. Affirmative action steps shall be taken to employ and advance the employment of individuals with handicaps and disabilities.

No qualified individual with a disability will be denied employment because of the disability. Job qualifications/requirements will be reviewed periodically to ensure they do not tend to screen out individuals with handicaps or disabilities.

Compensation to handicapped or disabled individuals will not be reduced because of disability income, pension, or any other benefit due to a physical or mental disability.

The EEO/AA Officer shall determine handicapped or disabled status. The EEO/AA Officer shall consult with appropriate agencies and review relevant material in making this determination and ensure the determination meets the requirements of Section 503 of the Rehabilitation Act and the definition of disability as defined by the Americans with Disabilities Act of 1990.

The applicant or employee may be required to provide medical documentation of the impairment and their ability to perform work or, in the alternative; the College may require the applicant or employee to undergo a medical examination at College expense. These arrangements will be made by the department in
consultation with the EEO/AA Officer.

Any determination of handicap or disability must meet the requirements of the Rehabilitation Act and the requirements as indicated in the Americans with Disabilities Act and must be for the purpose of affirmative action and proper job placement. Information obtained shall not be used to exclude or otherwise limit the employment opportunities of qualified handicapped or disabled individuals.

Reasonable accommodations to the known physical or mental limitations, or otherwise qualified employees or job applicants with disabilities, shall be made except where such accommodations are determined to impose undue hardship.

All facilities will be reviewed to ensure that they are in accordance with ADA requirements. Any barriers to accessibility shall be eliminated through readily achievable methods as defined by the ADA Act. Examinations and courses will be offered in ways and places that are accessible to persons with disabilities or alternative arrangements will be offered. All newly constructed facilities will be made accessible in accordance with the requirements specified in the ADA Act.

When an Employee or Applicant initiates a request for reasonable accommodations by informing the supervisor/potential supervisor or EEO/AA Officer of a handicap or disability and type of accommodation needed; the supervisor/potential supervisor will;

- Review the request for accommodation and contact the EEO/AA Officer
- Document reasonable accommodation request and whether the accommodation was made;

the EEO/AA Officer will;

- Inform directors, managers and supervisors about the reasonable request made
- Review requests and discuss with supervisor and appropriate agencies (if necessary)
- Reviews and determines handicap or disabled status, consults with appropriate agencies, and ensures that determination meets requirements of applicable laws
- Documents reasons accommodations were/or were not made.
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**DEFINITIONS:** *Handicapped or disabled person*- having a physical or mental impairment that substantially limits one or more of the major life activities of such individuals that have a record of such impairment(s), or being regarded as having such an impairment.