



Kutztown University Policy DIV-002

Reasonable Accommodations for Employees

A. Purpose

Kutztown University (the "University") prohibits discrimination on the basis of disability status and will not exclude, deny benefits of, or otherwise discriminate against any qualified individual on the basis of disability. The University is committed to providing an inclusive and accessible educational and work environment for all members of the university community, including students, faculty, staff, qualified applicants, and visitors. This policy outlines the University's commitment to compliance with the Americans with Disabilities Act of 1990 (the "ADA"), the ADA Amendment Act of 2008, the Pennsylvania Human Relations Action, Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws.

All accommodations requests will be evaluated on a case-by-case basis to identify appropriate Reasonable Accommodations and determine whether the provisions of certain accommodations would create an undue hardship to the University.

B. ADA Coordinator

The University has designated the following employee to serve as the University's ADA Coordinator and assure the University's compliance with the ADA and other applicable federal and state laws related to accessibility:

Mr. Bradley A. Davis, Esq.
ADA Coordinator
Office of Social Equity, Old Main A Wing
SocialEquity@kutztown.edu
(610) 683-4700

C. Definition

"Person with a Disability" is defined as any individual who has a physical or mental impairment that substantially limits one or more of such person's major life activities, who has record of such impairment, or who is regarded as having such impairment.

The University reserves the right to require any applicant or employee claiming coverage or accommodations as a Person with a Disability to produce any necessary medical records or information documenting the condition, to permit a doctor selected by the University to discuss the person's condition with doctors, therapists or others familiar with the individual's condition, or to be examined by medical personnel selected by the University.

"Qualified Individual " is defined as anyone who satisfies the requisite skill, experience, education and other job-related requirements of an employment position that such individual holds or desires, and who, with or without Reasonable Accommodations, can perform the essential functions of that position.

"Essential Functions" of a job are defined as the fundamental job duties of the employment position the individual with a disability holds or desires. Most, but not all, of the essential functions of a position are listed in each position's job description.

"Reasonable Accommodations" are defined as changes or modifications to a job, work environment, or hiring process which will enable a qualified individual with a disability to participate in the job application process, perform the essential functions of a job, or enjoy benefits and privileges of employment to the same extent as individuals without disabilities. The intent of all reasonable accommodations is to offer individuals with a disability equal employment opportunities and to give equal access to all privileges of employment.

All accommodation requests must be evaluated on a case-by-case basis to identify Reasonable Accommodations under the circumstances and determine whether such accommodation requests would create an undue hardship.

D. Qualified Individual Applicants with a Disability

The University will not prohibit any person, regardless of physical or mental disabilities, from applying for any position within the University.

All Reasonable Accommodations will be provided to any Qualified Individual with a disability to have access to an application for a position and to complete the application process. No employee is to prevent or hinder any Qualified Individual applicant from applying for a position. The University will provide Reasonable Accommodations to Qualified Individual applicants upon request, with appropriate notice during the application, interview, and hiring process. Qualified Individual applicants can request Reasonable Accommodations by contacting the Search Chair for the position they are applying for or the ADA Coordinator.

Examinations and job-related medical examinations, tests, and inquiries may be required at the University's expense.

This policy does not preclude the University from conditionally making job offers upon the successful completion of tests for alcohol or illegal drugs as prescribed by government regulations for certain

job positions. Any necessary examinations to determine fitness for duty will be conducted without regard to disabilities or impairments. All information acquired as part of a medical examination is strictly confidential and is not part of an employee's personnel file.

E. Assistive Technology and Furniture

Requests related to assistive technology and/or furniture may be directed to the Disability Services Office (DSO) via email at DSO@kutztown.edu for consultation and coordination of existing resources. This process is intended to assist employees and departments in identifying and utilizing existing university resources and available accessibility supports and does not require submission of medical documentation.

In response to such request, the Director of Disability Services will work with the employee and their department to explore available assistive technology, furniture, or environmental adjustments that may meet the employee's needs using existing resources. If any accessible furniture needs to be purchased to meet the employee's needs, the Director of Disability Services will work with the employee and their department to identify appropriate furniture.

In general, costs associated with purchasing assistive technology and/or furniture will be borne by the employee's department, unless otherwise determined through the interactive process.

If there is a dispute between the employee and their department regarding the necessity of any requested assistive technology and/or furniture, the employee may be required to submit the [ADA Reasonable Accommodation Request form](#) and go through the procedure set forth below.

Concerns related to standard classroom or workplace furniture (e.g., missing or broken furniture that would be expected in a typical space) should be directed to the appropriate department or Facilities.

F. Procedure for Employees Requesting Reasonable Accommodations

Employees with disabilities may initiate a request for Reasonable Accommodations by submitting the [ADA Reasonable Accommodations Request form](#) with the Office of Human Resources. If an employee initiates a request for Reasonable Accommodations through their supervisor/manager or Department Chair, the supervisor/manager or Department Chair should either direct the employee to submit the [ADA Reasonable Accommodations Request form](#) or connect the employee with the ADA Coordinator.

Upon receipt of a completed ADA Reasonable Accommodations Request form, the Office of Human Resources will provide the applying employee with instructions to have their medical provider complete the required Medical Certification form. Once the completed Medical Certification form is submitted to the Office of Human Resources, the appropriate Human Resources employee will determine whether the applying employee qualifies as a "Person with a Disability."

Once it is determined an employee is a "Person with a Disability," the request for Reasonable Accommodations will be referred to the Reasonable Accommodations Panel (the "Panel"). The Panel

will consist of at least two (2) employees from the Office of Social Equity and/or Human Resources. The Panel will contact the employee, their supervisor, and any other necessary individuals to engage in the interactive process. Once the interactive process is complete, the Panel will make a recommendation regarding the employee's request for Reasonable Accommodations to the ADA Coordinator. The ADA Coordinator will decide whether to accept the Panel's recommendation or instruct the Panel to continue the interactive process. The approved Reasonable Accommodations will be provided to the employee and the employee's supervisor in writing.

G. Record Keeping

All Reasonable Accommodation Request Forms and related documentation will be kept on file by the Office of Human Resources for a period of at least seven (7) years from the date the Reasonable Accommodation Request Form was submitted.

H. Approved By

President's Cabinet

I. Last Reviewed

Fall 2007

August 2010

August 2011

August 2012

July 2013

July 2014

July 2016

July 2017

July 2024

April 2026