



SAP 08.01.01.T1.02 Reasonable Workplace Accommodation

Approved: February 3, 2012
Revised: December 15, 2014
Next Scheduled Review: December 15, 2019

Procedure Statement

Tarleton State University will provide equal opportunity to all employees, students, applicants for employment and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status.

Reason for Procedure

This SAP provides guidance in complying with local, state and federal civil rights laws and regulations as directed by The Texas A&M University System (system) Policy 08.01 and Regulation 08.01.01.

Procedures and Responsibilities

1. GENERAL
 - 1.1 This SAP establishes the uniform procedure for employees to request job modifications or accommodations in accordance with System Regulation *08.01.01, section 6*.
2. RESPONSIBILITIES
 - 2.1 The Employee Services Department is responsible for receiving, coordinating and/or reviewing requests for job modifications or accommodations for employees.
3. REQUESTING A MODIFICATION
 - 3.1 An employee may request a job modification or accommodation by notifying his/her immediate supervisor and/or the Employee Services Department as soon as practical.

- 3.2 Upon receipt of a request from the supervisor and employee, an interactive process will be promptly initiated by a representative of Employee Services. During this process, the employee's job description will be reviewed and parties will discuss possible job modifications or accommodations. Depending upon the nature of the request, the parties may approve the request with or without additional documentation. If additional documentation is needed, Employee Services will provide the appropriate forms to the employee for completion along with a copy of the job description.
- 3.3 In deciding a request, the Employee Services representative and the supervisor may consider available job resources such as the Job Accommodation Network, and/or, may seek advisement from the coordinator of disability services for students, the director for risk management and compliance, or the system director of equal opportunity and diversity.
- 3.4 Employee Services and the supervisor will jointly decide the feasibility and applicability of a request. Requests requiring university funding over \$1,500 must have approval up through the appropriate vice president.
- 3.5 The employee shall be informed in writing of the decision.
- 3.6 If a job modification or accommodation is implemented, Employee Services may annually confer with the employee and supervisor to determine continuation or discontinuation of the modification/accommodation. Documentation as to the continuing nature of the impairment may be required. The employee is responsible for notifying the supervisor or Employee Services of any changes.
- 3.7 An employee has the right to appeal a decision in accordance with System Regulation *08.01.01, Civil Rights Compliance*, and related Tarleton rule and procedure
- 3.8 Tarleton will maintain the confidentiality of all medical and ADA information concerning employees. Records will be kept in the Employee Services Department separate from personnel files and will be accessible only by authorized personnel.

Related Statues, Policies or Requirements

[System Regulation 08.01.01, Civil Rights Compliance](#)

The Equal Pay Act of 1963
<http://www.eeoc.gov/laws/statutes/epa.cfm>

Title VII of The Civil Rights Act of 1964, as amended
<http://www.eeoc.gov/laws/statutes/titlevii.cfm>

The Age of Discrimination in Employment Act of 1967

<http://www.eeoc.gov/laws/statutes/adea.cfm>

Title IX of The Education Act Amendments of 1973, as amended

<http://www.dol.gov/oasam/regs/statutes/titleix.htm>

The Rehabilitation Act Amendments of 1973, as amended

<http://www.access-board.gov/enforcement/Rehab-Act-text/intro.htm#Policy>

The Americans with Disabilities Act of 1990, as amended <http://www.ada.gov/pubs/ada.htm>

The Genetic Information Nondiscrimination Act of 2008

<http://www.eeoc.gov/laws/statutes/gina.cfm>

Executive Order 11246, as amended, Office of Federal Contract Compliance Programs

<http://www.dol.gov/ofccp/regs/statutes/eo11246.htm>

Texas Labor Code, Chapter 21, Employment Discrimination

<http://www.statutes.legis.state.tx.us/Docs/LA/htm/LA.21.htm>

This procedure supersedes:

Tarleton Rule *33.02.02.T1, Reasonable Workplace Accommodation*

Contact Office

Employee Services Department
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