



Grinnell College

Accommodation Policy for Employees Summary May 2009

The accommodation policy, procedures, and appeal process provides the College and employees with disabilities with a fair and equitable process for requesting and granting accommodations and for appealing decisions by the ADA Officer an/or the Accommodation Review Board.

Brief summary of Accommodation Policy for Employees document

1. ADA Officer in consultation with the Accessibility Committee, College Legal Counsel, and other appropriate faculty and staff of the College is responsible for monitoring and evaluating College programs and policies to ensure compliance with state and federal antidiscrimination laws.

2. Accessibility Committee is comprised of representatives from each area of the College who work with or handle accessibility issues. Duties and responsibilities follow:
 - a. Identifies areas of the campus that need to be made accessible and makes recommendations to appropriate decision makers.
 - b. Serves as an advisory board to the ADA Officer regarding accessibility policy development, recommends policy and procedures.
 - c. Develops, reviews, and updates procedural guidelines for use by the Accommodation Review Panel.
 - d. Selects members to serve on the Accommodation Review Panel
 - e. Other duties as assigned by the President

3. Accommodation Review Panel is comprised of three members of the Accessibility Committee, each from a different division of the College. Duties and responsibilities follow:
 - a. Hear appeals from individual regarding the denial of an accommodation or does not like the accommodation recommended by the ADA officer.
 - b. Hear appeals from departments that an accommodation recommended by the ADA officer is unacceptable.

4. Accommodation Process

- a. Policy statement--The College is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state law in the most timely and effective manner possible under applicable laws and regulations. The College's intent is to ensure every employee (faculty, staff and student employees) who makes a request for an accommodation under the Americans with Disabilities Act (ADA) or the Iowa Civil Rights Act is promptly and properly advised of the accommodation process. The College is committed to following the requirements of the ADA and all appropriate federal and state laws, rules and regulations
- b. Procedure to request an accommodation by an employee of the ADA officer.
- c. Procedure to request an accommodation for an employee by a department of the ADA officer
- d. Appeals Process
 - i. Appeal decision of ADA Officer to Accommodation Review Panel
 - ii. Appeal decision of Accommodation Review Panel to President