



Policy Name:	Reasonable Accommodation for Employees & Applicants
Policy Number:	4114
Applicable Code/Law:	Americans with Disabilities Act (ADA) of 1990, Rehabilitation Act of 1973, Executive Order 96.042.1, RCW 49.60, WAC 357-26, WAC 357-46, WAC 357-52, and WAC 162-22.

Policy:

The policy of Shoreline Community College District Number Seven (7) is to provide reasonable accommodations for qualified applicants or employees with disabilities. Reasonable accommodation means modification or adjustment to a job, work environment, policy, practice, or procedure that enables a qualified individual with a disability to perform the essential functions of that position or enjoy equal employment opportunity without imposing an undue hardship on the College.

Persons with disabilities have the right to reasonable accommodation in all aspects of employment with the College. This includes, but is not limited to recruitment, application, hiring, training, termination, conditions of employment, and any other employer-supported activities. This policy should not be construed as provide rights or obligations not provided under applicable law and the Office of Human Resources is responsible for implementation of this policy at the College.

To receive reasonable accommodations, individuals are responsible for requesting accommodations and documenting the nature and extent of their disability in a timely manner. The reasonable accommodation process is an interactive process and requires the cooperation of the individual requesting accommodation. Failure to cooperate may delay or stop the reasonable accommodation process.

Notification of the right to an accommodation and information on how to make such a request for qualified applicants with a disability will be included in all recruitment efforts. The College will post its accommodation policy on its website, provide it in all new employee orientation packets, and make it available to any employee or applicant upon request.