

POLICY APPROVAL FORM

Executive Summary. (type a short summary of the process followed to develop this policy, names of those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop the policy.

On November 1, 1994, the Office of Financial Management issued the State Policy Guidelines on Reasonable Accommodation of Persons with Disabilities Related to State Employment. All state institutions of higher education are required to "... develop internal procedures for the implementation of these guidelines, and submit those procedures to the Governor's Affirmative Action Policy Committee for review and approval prior to adoption."

The attached Reasonable Accommodation in Employment Policy fulfills the requirements of state and federal law and will replace the college's 1990 Reasonable Accommodation Policy. It was written by a work group consisting of Paul Gallegos, James LaCour, Lee Lambert and Linda Pickering. These individuals were selected for the work group based on the fact that each plays a central role in application of college policies regarding the civil rights of college employees with disabilities. The final policy language reflects comments and suggestions received from the Board of Trustees, the senior executive staff and Assistant Attorney General.

The policy communicates the college's commitment to ensuring equal employment opportunity to persons with disabilities, setting forth the rights and responsibilities of the college, its employees and applicants regarding disability accommodation in employment. Included in the policy are procedures for requesting and providing disability accommodation, criteria used in determining the reasonableness of accommodations, and reference to internal and external enforcement mechanisms.

Final review by Assistant Attorney General Janet E. Truckelton Date 6/29/95

APPROVAL

Vice-President for Academic Affairs and Provost Barbara L. Smith Date 7-11-95

Executive Vice-President Thomas L. ... Date 7-10-95

Vice-President for Student Affairs Art Costantino Date 7/11/95

President Janet Lewis Date 7/11/95

Other Approval Governor's Affirmative Action Policy Committee Date _____

Date Policy becomes effective _____