

HUMAN RESOURCES

Effective Date: July 1,
2015

Date Revised: N/A

Supersedes: N/A

Related Policies: Policy
on Equal Opportunity

Responsible
Office/Department:
Human Resources
Management; Office of
Institutional Diversity
and Inclusion

Keywords: disability;
accommodation;
handicap

Policy on Reasonable Accommodation

I. Purpose and Scope

The university recognizes that individuals with a disability or handicap may need a reasonable accommodation to have equally effective opportunities to participate in employment. The purpose of this policy is to meet requirements of federal and state anti-discrimination laws and to provide employees with reasonable accommodations as required by law.

This policy applies to qualified disabled and/or handicapped applicants and employees.

II. Definitions

For the purposes of this policy, Federal and State anti-discrimination law definitions of disability and handicap, reasonable accommodations, undue hardship and other definitions and legal standards pertinent to the provision of reasonable accommodations will apply.¹

III. Policy

The university is committed to providing equal access to employment opportunities for qualified persons with disabilities or handicaps.

Upon request or upon notice of the need for an accommodation, the university will provide a reasonable accommodation to any otherwise qualified disabled or handicapped applicant or employee so long as such accommodation does not create an undue burden on the university, as defined by law.

The university provides reasonable accommodations:

- when an applicant with a disability or handicap needs an accommodation in order to be considered for a job;

¹Consistent with the terminology utilized in the Federal and State anti-discrimination laws, the University uses the words “handicap” and “disability” in this policy. However, the University recognizes that not all persons with medical conditions who are covered under these laws consider themselves to be handicapped or disabled.

- when an otherwise qualified employee with a disability or handicap needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace, and
- when an employee with a disability or handicap needs an accommodation to access the benefits and privileges of employment.

The university will process requests for reasonable accommodation and provide reasonable accommodations in a prompt, fair and efficient manner.

IV. Additional Information

An applicant for employment may request a reasonable accommodation orally or in writing from the university employee with whom the applicant has contact in connection with the application process or through Human Resource Management (“HRM”).

An employee (faculty or staff) may request a reasonable accommodation orally or in writing from his/her supervisor, HRM, or the Office of Institutional Diversity and Inclusion (“OIDI”).

Oral requests for accommodations should be reduced to writing.

Under certain circumstances, as allowed or required by applicable law, an employee may be required to provide medical documentation to support a request for a reasonable accommodation. An employee also may be required to undergo an independent medical examination.

If an individual feels that he or she has been unfairly denied a reasonable accommodation, he or she may file a complaint with OIDI. In addition, a complaint may be filed with either or both of the agencies listed below. Filing a complaint with OIDI does not prohibit an individual from filing a complaint with these agencies:

The United States Equal Employment Opportunity Commission (the “EEOC”)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(617) 565-3200 or 1 (800) 669-4000

The Massachusetts Commission Against Discrimination
One Ashburton Place
Boston, MA 02108
(617) 994-6000

V. Contact Information

Office of Institutional Diversity and Inclusion (617) 373-2133
Human Resources Management (617) 373-2230