

**J. SARGEANT REYNOLDS COMMUNITY COLLEGE
THE AMERICANS WITH DISABILITIES ACT
GENERAL INFORMATION**

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 prohibit private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in areas such as job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment.

Under the ADAAA, a person has a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities. The ADAAA also protects individuals who have a record of a substantially limiting impairment, and people who are regarded as having a substantially limiting impairment. A substantial impairment is one that significantly limits or restricts a major life activity, such as hearing, seeing, speaking, breathing, walking, and caring for oneself, learning or working. Also included are impairments that substantially limit the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, respiratory and reproductive functions.

A qualified employee or applicant with a disability is an individual who satisfies skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position. Essential functions of the job are tasks that are primary and fundamental to the work.

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to an by persons with disabilities;
- Job restructuring, modifying work schedules, reassignment to a vacant position;
- Acquiring or modifying equipment for devices adjusting or modifying examinations, training materials or policies, and providing qualified readers or interpreters.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the employer’s business. Undue hardship means that an accommodation would require significant difficulty or expense.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Before a job offer is made, employers may not ask job applicants about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform specific job functions. The ADAAA does not interfere with the employer's right to hire the most qualified applicant. It simply prohibits the employer from discriminating against a qualified applicant or employee because of his/her disability.

I have read, understand, and agree to all of the statements above.

Hiring Manager, Designee, or Committee Chair

Date