



POLICY: Americans with Disabilities Act (ADA) & the Americans with Disabilities Amendment Act (ADAA)

ADOPTED: September 17, 2015

I. POLICY STATEMENT

It is the policy of North Country Community College (“NCCC”) to comply with the ADA and the ADAA. NCCC will not discriminate against any applicant and/or employee with disabilities in regards to application procedures, hiring, promotion, termination, compensation, training or any other conditions or employment. Equal access to any and all opportunities and applicable benefits (see applicable Collective Bargaining Agreement) will be provided to all applicants and/or employees.

II. SCOPE

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) prohibits employers with 15 or more employees from discriminating against applicants and/or employees who have disabilities and to provide reasonable accommodation to qualified applicants and/or employees so they can perform the essential duties of their job. Such reasonable accommodation must not create an undue hardship on the facility.

III. POLICY

NCCC will reasonably accommodate any qualified applicant and/or employee with a disability to aid in performing the essential functions of their job providing that the accommodation does not cause any undue hardship to the facility or any direct threat to the individual or others in the workplace.

Qualified applicants with an accommodation will receive the same consideration for employment as all other applicants. Qualified applicants who require an accommodation that will cause an undue hardship on the facility or that which will pose a direct threat to themselves or others in the work place will not be considered for hire.

Current employees who request and are provided an accommodation to aid in performing the essential duties of their jobs will be provided the same benefits and privileges of employment as are provided to employees without disabilities.

When an individual with a disability requests an accommodation that can be reasonably accommodated without undue hardship or causing a direct threat to themselves or others in the workplace, such accommodation will be provided.

Providing a reasonable accommodation does not imply that NCCC must set lower standards for an applicant and/or employee with a disability. It solely implies that NCCC will work with the individual to determine if an accommodation can be made that will allow the individual to perform the essential functions of the job.

IV. DEFINITIONS:

1. **Qualified Disability:** A physical, mental or emotional impairment that prevents or substantially limits an individual from performing a major life activity such as (but not limited to): sitting, standing, walking, reaching, lifting, hearing, breathing, seeing, speaking, learning, or caring for oneself. Temporary conditions with a short duration with little to no long-term impact are typically not considered a qualified disability and are not covered under the ADA/ADAAA.
2. **Qualified Individual with a Disability:** An individual who has the skills, educations, experience and certification/license if applicable required and who can perform the essential functions of the job with or without reasonable accommodation.
3. **Reasonable Accommodation:** A change in the work environment or in the way things are customarily done.