



**SAINT LOUIS
UNIVERSITY**
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SAINT LOUIS UNIVERSITY

AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Procedure Number:

Version Number: 2

Classification:

Effective Date: 01/30/2018

Responsible University Office: Vice President Human Resources

1.0 SCOPE

This policy applies to all prospective and current staff, faculty and students of Saint Louis University, visitors, patients, customers, vendors, contractors, and groups or individuals leasing any facility of the University

2.0 POLICY STATEMENT

Saint Louis University is committed to maintaining an inclusive and accessible environment across all of its campuses. Saint Louis University welcomes persons from all races, ethnic backgrounds, religions and abilities to its campuses as faculty, staff, students and visitors.

The purpose of the Americans with Disabilities Act (ADA), is to prohibit discrimination against and facilitate the inclusion of persons with disabilities in employment, education, public accommodations, transportation and communication systems. This is accomplished with two basic mandates to employers, public facilities and providers of goods and services:

1. Individuals with disabilities must be given an equal opportunity to gain access to available employment and public accommodations.
2. Public accommodations and employers must attempt to make reasonable accommodations to the physical and mental limitations of individuals with disabilities.

3.0 DEFINITION OF DISABILITY

The ADA broadly defines a covered disability in three different ways in terms almost identical to current federal law under the Rehabilitation Act. Specifically, an individual has a covered disability if the individual:

"has a physical or mental impairment that substantially limits one or more major life activities of such individual"; or
"has a record of such an impairment"; or
"[is] regarded as having such an impairment."

4.0 PROCEDURES

Institutional Equity and Diversity:

- Responsible for monitoring Saint Louis University's compliance with the Americans with Disabilities Act, the Rehabilitation Act, and all legislation that ensure equal access and opportunity for persons with disabilities.
- The Office of Institutional Equity and Diversity may be contacted at (314) 977-3838.

Disabilities Services:

- Designed as the point of contact for students with disabilities. Disabilities Services will evaluate and verify a student's need for auxiliary services.
- Disabilities Services may be contacted at disability_services@slu.edu

Human Resources Office:

- Point of contact for faculty and staff members to request workplace accommodations.
- The Leave and Accommodations Consultant in Human Resources may be contacted at fmla@slu.edu

It is the responsibility of each University department and /or division to absorb the cost of reasonable accommodations made for its faculty, staff, visitors or students with disabilities. Exceptions to this will be academic auxiliary services which are provided through the Disabilities Services office; and physical renovations and new construction which is the responsibility of Facilities Services.

5.0 ACCOMMODATIONS FOR FACULTY AND STAFF MEMBERS

Qualified disabled individuals will be treated without discrimination in all employment practices. It is the disabled individual's responsibility to contact the Leave and Accommodations Consultant in Human Resources at fmla@slu.edu.

Disabled individuals may request a reasonable accommodation to:

- (1) Enable them to complete an application and be considered for a position at Saint Louis University
- (2) Perform the essential functions of a position; or
- (3) Enable the disabled faculty or staff member to enjoy the same benefits and privileges of employment as are enjoyed by other similarly situated non-disabled faculty or staff members.

Once the accommodation is requested, Saint Louis University will make every reasonable attempt to meet the request for accommodation or provide a reasonable alternative when to do so will impose an undue hardship on the organization or present a direct threat to the individual or others. The Leave and Accommodations Consultant will meet with the disabled individual and the individual's supervisor (or prospective supervisor) to determine an appropriate accommodation.

The Leave and Accommodations Consultant may ask the employee to provide timely medical and/or other documentation from the appropriate provider to support his/her request for the reasonable accommodation. Medical information obtained is to be kept confidential.

Human Resources will provide training to employees, administrators and supervisors with regard to their responsibilities under the ADA.

For more information regarding employee accommodations, visit "Requesting Accommodations under the Americans with Disabilities Act (ADA) site at [https://www.slu.edu/human-resources-home/family-and-medical-leave-act-policy-\(fmla\)-policy/accommodations-under-the-americans-with-disabilities-act-\(ada\)](https://www.slu.edu/human-resources-home/family-and-medical-leave-act-policy-(fmla)-policy/accommodations-under-the-americans-with-disabilities-act-(ada))

6.0 SERVICES TO CURRENT AND PROSPECTIVE STUDENTS

Saint Louis University opens its programs and educational services to all qualified candidates without regard to their disability. All programs and services provided for students are done in a manner that does not discriminate based on disability. Inaccessible programs will be made accessible either directly or through relocation. Individuals requiring accommodations for student programs should contact the Director of Institutional Equity and Diversity.

With respect to individual services, it is the student's responsibility to notify the University of any needs that require accommodations. The student should provide documentation of the disability to Disabilities Services and meet with Disabilities Services to begin the process of arranging appropriate accommodations. Disabilities Services is responsible for reviewing and evaluating the documentation of students with disabilities and assisting departments in accommodating those documented disabilities. Information about services available on campus and points of contact to begin services will be made available in registration packets, University newspapers, student handbooks, and student and University faculty/staff phone books, and informational seminars.

7.0 PUBLIC ACCOMMODATIONS AND SERVICES

No individual will be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations of any place of public accommodations that Saint Louis University owns, leases, operates or leases to another entity.

Each University facility or department will review its operations and procedures and if necessary, modify its forms and/or procedures to meet the needs of clients and visitors with disabilities. The Office of Institutional Equity and Diversity will periodically review departmental procedures.

Persons or groups requesting the use of University facilities must comply with this non-discrimination policy (see section on Vendors and Contractors). Persons or groups utilizing University facilities must state in all event or activity mailers and promotional materials that visitors requiring accommodations should contact the University facility's director or event sponsor, prior to the event, for services. The group or individual leasing or renting a University facility shall be responsible for providing any auxiliary services and aids to persons with disabilities seeking to participate in their program. The delineation of the University's and the lessee's responsibility for accommodations will be in the written rental arrangement. Rental contracts should be sent to the General Counsel's office for review.

Any examinations or courses related to licensing, applications credentials or certification for secondary or post-secondary education, trade or professional purposes will be provided in a manner accessible to persons with disabilities or in an alternate accessible arrangement for such individuals. If the examination is scheduled in a room that is not accessible it will be made accessible either directly or through relocation upon request. Individuals with disabilities should contact the University office scheduling that examination to request accommodations for access to a University facility. Requests for auxiliary aids and services necessary to participate in the examination or course should be made directly to the event sponsor.

All commercial facilities and public accommodations owned, leased, or operated by Saint Louis University will comply with the requirements of Title III of the ADA for new construction and alterations.

8.0 VENDORS AND CONTRACTORS

Saint Louis University will not discriminate against an individual or class of individuals on the basis of disability directly or through contractual, licensing or other arrangements. When appropriate, vendor contracts and purchase orders will include the University's non-discrimination policy statement and a notice for compliance. Consult the General Counsel's office or the Office of Institutional Equity and Diversity for appropriate wording.

9.0 FACILITIES

Saint Louis University will make every attempt to remove architectural barriers that are structural in nature from existing facilities, where such removal is readily achievable. Where architectural barriers' removal is not readily achievable, goods, services, facilities, privileges, advantages, or accommodations will be made available through alternate methods. Alterations of existing facilities and new construction will be accomplished so that those areas affected will be readily accessible to and usable by individuals with disabilities unless it is structurally impractical to meet the requirements.

The Facilities Services Department or the Building Services Department on each respective campus will develop procedures to remove architectural barriers and comply with requirements of the ADA.

10.0 TELECOMMUNICATION

Each University campus will be responsible for implementing procedures that will facilitate communication between those individuals with communicative impairments and the specific University departments or divisions. Telecommunications devices for the deaf will be installed in each University campus' central communication facility, as well as the individual campus Human Resources Offices.

Persons with disabilities wishing to utilize the various offices and departments of Saint Louis University can contact the Office of Institutional Equity and Diversity for information on all services available to the disabled, such as interpreter services for the deaf; Braille or taped materials, readers or writers, etc. Any office or department of the University can also contact the Office of Diversity and Affirmative Action for specific information on services available to the disabled.

11.0 TRANSPORTATION

Saint Louis University will not discriminate in its operation of any demand responsive or fixed route transportation systems, including the parking lot shuttles. The University shall remove transportation barriers in existing vehicles where such removal is readily achievable. The departments providing transportation services are responsible for establishing procedures that allow full use of the service by individuals with disabilities. New buses or vehicles with a capacity of more than 16 persons purchased for fixed route lines must be accessible.

12.0 GRIEVANCE PROCEDURE

Any employee, student or visitor to Saint Louis University may request a reasonable accommodation for a disability from the University office or department responsible for providing that service. In the event that the individual is refused accommodations, is dissatisfied with the alternatives offered, or believes he or she is discriminated against because of a disability, a formal or informal complaint may be filed with the Office of Institutional Equity and Diversity.

Formal complaints must be a written statement describing the incident, the person(s) and/or office perpetrating the discriminatory action and the person's desired resolution of the complaint. The Office of Institutional Equity and Diversity will notify the supervisor and next level of management that a complaint was filed and will investigate the complaint and inform all parties of a formal decision.

13.0 SPECIAL CONDITIONS

The term "individual with a disability" does not include an individual who is currently engaging in the illegal use of drugs and does not prevent the University from acting on the basis of that use. It is the University's policy to maintain an environment which is free of impairment from substance abuse. Refer to Saint Louis University Substance Abuse Policy at <https://www.slu.edu/human-resources-home/substance-abuse-policy> or The Student Handbook at <https://www.slu.edu/life-at-slu/community-standards/student-handbook.php>.

The University will attempt to make a reasonable accommodation to the known disabilities of an individual unless, with respect to employment, the proposed accommodation constitutes an undue hardship or fails to eliminate a direct threat to health or safety and no other reasonable accommodations are available.

A reasonable accommodation to the known disabilities of an individual seeking access to the University's programs and activities shall be made unless the proposed accommodation fundamentally alters the particular program or activity or results in an undue burden and no other reasonable accommodations are available.