



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### **ADA Compliance Statement**

UNA is committed to full compliance with the Americans with Disabilities Act (ADA) as amended by the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

Inquiries about ADA/504 Compliance should be directed to the Assistant Vice President for Human Resources or the Director of Disability Support Services and ADA Compliance.

### **Reasonable Accommodations**

Pursuant to the ADA, UNA will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation by completing the online [Employee Accommodation Request Form](#). If an employee cannot complete the online form, a paper form can be made available in the both Human Resources and Disability Support Services. After the Employee Accommodation Request Form is received and reviewed, Disability Support Services will contact the employee to discuss any additional documentation needs. If accommodations are recommended, Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.