

# Employment Accommodations Policy

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## *General Description*

### **Policy Summary:**

Trinity University Policy on Reasonable Accommodations for Applicants and Employees

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## *Policy Content*

### **Policy**

Pursuant to federal and state law and the University's non-discrimination statement, the University will provide reasonable accommodations to qualified applicants and employees with disabilities.

### **Procedures**

#### **Accommodation Request**

Qualified applicants may contact Human Resources at 210-999-7507 to request a reasonable accommodation that will enable the applicant to have an equal opportunity to participate in the application process.

Qualified employees who need a reasonable accommodation to perform their job duties must contact Human Resources at 210-999-7507 to request an accommodation.

#### **Interactive Process**

Upon receiving a request for an accommodation, Human Resources will work with the requestor in an interactive process to identify reasonable accommodations. As part of this process, Human Resources will gather information to assess the request, which may include asking the requestor to provide medical documentation and speaking to the supervisor(s). Human Resources may collaborate with other University units to identify and implement reasonable accommodations. Examples of accommodations that may be reasonable, depending upon the facts and circumstance of each case, may include, but are not limited to, the purchase of special equipment, changing the physical layout of the workplace, restructuring job responsibilities and duties and modifying the work schedule.

Even though the employee has an opportunity to provide input during the accommodation

process, Human Resources will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations or other appropriate information at the University's expense. Medical information is treated as confidential and will be shared with University administrators only on a need to know basis.

In limited circumstances, a requested accommodation may be denied on the basis that the accommodations is an “undue hardship” on the University. The determination of whether an accommodation creates an “undue hardship” is based upon a number of factors and is made by Human Resources.

### Concerns

Applicants or employees who have concerns that their reasonable accommodations are not effective or have not been implemented may contact Human Resources at 210-999-7507. Human Resources will evaluate and address the concerns.

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/16/2019 9:07 AM	Kelleebeth Cantu

### Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

Name:	Title:
Gary Logan	Vice President for Finance & Administration