Employment Accommodations Policy

Document Number: HMRS-0034

Date Published(sys): 9/19/2023

General Description

Policy Summary:
Trinity University Policy on Reasonable Accommodations for Applicants and Employees

Policy Content

Disability-Related Accommodations

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 possible 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. An employee is not guaranteed the reasonable accommodation they request.

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

**Religious Accommodations**

The University recognizes and supports its obligation to reasonably accommodate job applicants and employees based on sincerely held religious beliefs or practices. An applicant or employee who believes he or she needs a reasonable accommodation of a sincere religious belief or practice should discuss the need for a possible accommodation with the Director of Human Resources. The University will consider all relevant factors in determining whether it can reasonably accommodate the applicant/employee.

In limited circumstances, a requested accommodation may be denied on the basis that the accommodation is an “undue hardship” on the University. The determination of whether a religious accommodation creates an “undue hardship” is based on 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.

Revision Management

<table>
<thead>
<tr>
<th>Revision #:</th>
<th>Date:</th>
<th>Recorded By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>v2.0</td>
<td>7/28/2023 7:45 AM</td>
<td>Holly Warfel</td>
</tr>
<tr>
<td>v1.0</td>
<td>8/16/2019 9:07 AM</td>
<td>Kelleebeth Cantu</td>
</tr>
</tbody>
</table>

Vice President Approval:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Logan</td>
<td>Vice President for Finance &amp; Administration</td>
</tr>
</tbody>
</table>