Employment Accommodations Policy

Document Number: HMRS-0034 **Date Published(sys):** 12/21/2023

General Description

Policy Summary:

Trinity University Policy on reasonable accommodations for applicants and employees

Purpose:

To assist in the needs of accommodating faculty, staff, and applicants.

Scope:

This policy applies to all faculty and staff along with applicants.

Exceptions:

No exceptions.

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. The University also will make reasonable accommodations based on sincerely held religious beliefs.

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, including 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 circumstances 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 can 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 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 because the accommodation 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 for a sincere religious belief or practice should discuss the need for a possible accommodation with the Chief Human Resources Officer. The Chief Human Resources Officer, in consultation with the University Chaplain, will consider all relevant factors in determining whether it can reasonably accommodate the applicant/employee.

In limited circumstances, a requested accommodation may be denied because 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

Revision History Log:

Revision #:	Date:	Recorded By:
v2.1	12/21/2023 10:58 AM	Pamela Mota
v2.0	7/28/2023 7:45 AM	Holly Warfel
v1.0	8/16/2019 9:07 AM	Kelleebeth Cantu

Vice President Approval:

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