



## Indian River State College Administrative Procedures

**TITLE:** ADA and ADAA Compliance Procedures for Employees

**NUMBER:** AP-3.161

**REFERENCE:** 6Hx11-3.16, 6Hx11-8.52, AP-3.162

**RESPONSIBLE ADMINISTRATOR(S):** Dean of Human Resources  
Dean of Minority Affairs/Equity Officer/Title IX Coordinator

**REVISED:** February 5, 2015

It is the policy of the College to comply with all federal and state laws concerning students and the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Furthermore, it is the policy of the College not to discriminate against qualified individuals with disabilities in regard to employment application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Documentation verifying a disability (within the past 5 years) on letterhead from a licensed or certified physician, psychologist, psychiatrist, audiologist, or speech-language pathologist must be provided to Human Resources and include a diagnosis and reasonable assessment of the accommodations needed.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

All employees are required to comply with the College safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation. Individuals who are currently using illegal drugs are excluded from coverage under the College ADA Policy.

### Definition of Terms

**Disability** means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

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on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the College and its facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the College; the size, number, type and location of facilities.
- The impact of the accommodation on the operation of the College's facility

**Essential functions of the job** refer to those job activities that are determined by the College to be essential or core to performing the job and are identified in the job description.

The College Human Resources department is responsible for implementing this policy for employees, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

## Who to Contact If You Have Questions or Concerns about ADA and ADAA

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A V V R F L D W H 9 L F H 3 U H V L G H Q W of Human Resources  
IRSC  
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Original document on file in the Office of the President.