

***The Green Mountain Higher Education Consortium (GMHEC) intends to comply fully 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. GMHEC has established guidelines to provide equal access to employment. No otherwise qualified individual with a documented disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of GMHEC.***

## **PROCEDURES**

### 1. General guidelines

- a. GMHEC will notify all employees of nondiscrimination policies and procedures;
- b. The GMHEC Chief Operating Officer (GMHEC COO) shall serve in the role of ADA Compliance Officer. All questions and concerns regarding ADA compliance should be directed to the GMHEC COO.
- c. GMHEC will notify staff of emergency evacuation procedures, which will include providing assistance to those with disabilities.
- d. GMHEC will make available, upon specific request, alternatively formatted documents.

### 2. Guidelines regarding employees with disabilities

GMHEC employees with a qualified disability may request accommodation(s) to perform their work.

An individual with a disability is a person who has a physical or mental impairment that substantially limits major life activities; has a record of such an impairment; or is regarded as having such an impairment. the essential eligibility requirements for receipt of services or participation in programs or activities.

GMHEC has established the following procedures to provide equal access to employment and to maintain appropriate documentation for all employees with disabilities:

- a. GMHEC employees with documented disabilities should discuss their needs and request accommodations with their immediate supervisor. The employee should describe her/his/their disability and how it affects the essential duties of the job.
- b. If the process described above fails to meet the needs of the employee, she/he/they can submit a formal request to the GMHEC Chief Operating Officer.

The formal request must include:

- i. a letter from the employee that describes the disability, identifies how the disability affects the essential duties of the job, and requests a specific type of accommodation(s).
- ii. documentation from an appropriate authority that describes the disability and recommends accommodation(s).

iii. a letter from the supervisor confirming the employee's need for accommodation(s) in order to meet specific job responsibilities.

c. The GMHEC Chief Operating Officer in consultation with the supervisor and the employee will consider the options for accommodation(s).

d. The GMHEC Chief Operating Officer will respond to the request within a reasonable amount of time, normally two weeks. The GMHEC Chief Operating Officer may provide the specific accommodation(s) requested, may offer alternative accommodation(s), or may deny the request for accommodation(s) if it can be demonstrated that the cost would place an undue financial burden on the consortium or if such accommodation(s) would fundamentally alter the way the consortium operates.

e. The employee will acknowledge, in writing, the acceptance of any accommodation(s) to the GMHEC Chief Operating Officer

f. The supervisor and employee will keep the GMHEC Chief Operating Officer informed of the arrangements for and effect of any accommodation(s)

### 3. Guidelines regarding applicants to GMHEC positions and all other GMHEC constituents

GMHEC applicants or any GMHEC constituent with a qualified disability may request accommodation(s) in seeking employment. GMHEC has established the following procedures in such cases:

a. Requests should be directed to the ADA Compliance Officer.

b. To allow reasonable time for arranging services, the individual should allow GMHEC as much notice as possible.

c. The GMHEC Chief Operating Officer or designee will respond to the request within a reasonable amount of time. The GMHEC Chief Operating Officer may provide the accommodation(s) requested, may offer alternative accommodation(s), or may deny the request for accommodation(s) if it can be demonstrated that the cost would be an undue financial burden on GMHEC or if such accommodation(s) would fundamentally alter the way that GMHEC operates.