

## ***EQUAL OPPORTUNITY***

Americans with Disabilities Act (ADA).....	7:1
Accommodation Procedure for Employees with Disabilities.....	7:1.1
ADA Guidelines for Interviewers.....	7:1.2
Accessibility of Services, Programs and Activities.....	7:1.3
ADA Grievance Procedure (for complaints by the public).....	7:1.4
Discrimination Complaint Procedure.....	7:2
Sexual Harassment Policy.....	7:3
Complaint Forms.....	7:4
Radford University Complaint Form.....	7:4.1
Reasonable Accommodation Complaint Form.....	7:4.2

## **Americans with Disabilities Act (ADA)** **7.1**

### **Accommodation Procedure for Employees with Disabilities** **7:1.1**

Based on the Americans with Disabilities Act, the university's policy states that a qualified individual with a disability is an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position. Information about this policy and related procedures may be found at:

<http://www.radford.edu/~pers-web/policies.htm>

### **ADA Guidelines for Interviewers** **7:1.2**

These guidelines give examples of questions that may or may not be asked of an individual with a disability during an interview. Key points are also made about how and when to discuss the topic of reasonable accommodation. Since a job applicant may have a hidden disability, supervisors would be wise to review these guidelines before any interview.

<http://www.radford.edu/~pers-web/policies.htm>

### **Accessibility of Services, Programs and Activities** **7:1.3**

The university must take appropriate steps to ensure that services, programs, and activities are accessible to mobility-impaired individuals and that communications with individuals with disabilities are as effective as communications with non-disabled people.

To comply with the law, we must allow the individual with a disability the opportunity to request an accommodation. By anticipating the possibility of someone needing an accommodation to participate in our programs, last-minute problems can be avoided. Therefore, the following standard statement – complete with telephone numbers and a date – must be developed and included in all printed promotional announcements for university programs and events:

*Individuals with disabilities needing accommodations to participate should call (a) by (b).*

- (a) Numbers: The telephone numbers to call should include both voice users and TTY (hearing impaired) users. You may also include the name of the person to contact, department, and business hours. The campus TTY number is (540) 831-5128.
- (b) Date: The amount of advance notice depends on the type of program and time necessary for your department or office to secure the requested accommodations.

If you think an accommodation request is unreasonable, you must contact the Department of Human Resources before responding to a person with a disability.

***Radford University***  
***ADA GRIEVANCE PROCEDURE***

**To Resolve Complaints by Job Applicants and Other Members of the Public**

Radford University does not discriminate on the basis of disability and is committed to providing access to its programs, services, and activities for qualified individuals with disabilities. Efforts to ensure equal opportunity and reasonable accommodation for job applicants and other members of the public with disabilities are based on the Americans with Disabilities Act.

Complaints should be addressed to the ADA Coordinator in the Department of Human Resources at 704 Clement Street, Radford University, Radford, Virginia 24141. Telephone: voice (540) 831-5421; hearing impaired, (540) 831-5128.

1. Individuals who have requested and been denied a reasonable accommodation should initiate the formal grievance procedure by completing the *Reasonable Accommodation Complaint Form*.
2. A complaint should be filed as soon as possible but no later than 30 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation shall follow the filing of a complaint. The investigation shall give all affected persons an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant as soon as possible within 20 workdays.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within five workdays to the Office of the President of Radford University. The President will respond to the request for reconsideration or designate the appropriate vice president to respond. The response will be made to the complainant as soon as possible within 20 workdays after the request for a review is received.
6. The Department of Human Resources shall maintain files and records relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by, nor shall the use of this procedure be a prerequisite to, the pursuit of other remedies external to the university.

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## **Discrimination Complaint Procedure**

**7:2**

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational program, activities, admission, or employment practices. For a copy of the university's nondiscrimination policy and internal grievance procedure providing for prompt and equitable resolution of discrimination complaints, go to:

<http://www.radford.edu/~pers-web/policies.htm>

## **Sexual Harassment Policy**

**7:3**

In compliance with federal law, the university will not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual harassment by RU employees in connection with their employment. For the university's policy and complaint procedures, go to:

<http://www.radford.edu/~pers-web/policies.htm>

## **Complaint Forms**

**7:4**

### **Complaint Form (for sexual harassment and discrimination complaints)**

**7:4.1**

### **Accommodation Complaint Form**

**7:4.2**



## REASONABLE ACCOMMODATION COMPLAINT FORM

Name \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Check one:  Employee  Applicant

Department \_\_\_\_\_

**1. What accommodation have you been offered? By whom? Date?**

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**2. Why is it not acceptable?**

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**3. What accommodation have you suggested? To whom? Date?**

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**4. Why is it more appropriate?**

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**You may write on the back or use another sheet of paper.**