

Policy Title	ADA Reasonable Accommodation Policy
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Responsible Office	Human Resources
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1. Policy Purpose Statement

This policy is to inform all Kennesaw State University (KSU) employees and job applicants that the University complies with the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). This policy provides for the procedures established to assist job applicants and KSU employees, including faculty and staff with disabilities, with requesting a reasonable accommodation.

2. Background

The Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Amendments Act (ADAAA), prohibits discrimination in the workplace on the basis of a disability and requires that employers provide reasonable accommodation to qualified individuals with a disability. Kennesaw State University also has a [Non-Discrimination Policy](#) that similarly prohibits discrimination on the basis of disability. Therefore, absent undue hardship, both the ADA and KSU policy require the University to provide a reasonable accommodation to job applicants and employees who are qualified individuals with a disability so they may perform the essential

Qualified Individual with a Disability: An individual with a

accommodations that will be provided to the employee or applicant. HR will also facilitate discussions with the department manager/supervisor or Hiring Manager as part of the accommodation determination process.

The decision as to the appropriate (reasonable) accommodation is made on a case-by-case basis. Employees are not guaranteed to receive their preferred reasonable accommodation but will receive an accommodation that is effective. The principal test is whether the accommodation will provide an opportunity for a person with a disability to achieve the same level of performance and to enjoy benefits of employment as is possible for persons without a disability. (ADA, 28 CFR 1630.104)