

Employee Disability Accommodation Policy

The University of the South is committed to providing reasonable accommodations to qualified employees with physical or mental disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The University intends that these procedures will facilitate an interactive process of dialogue and timely exchange of information between the employee and the Director of Human Resources (or designee).

It is the responsibility of an employee with a physical or mental disability who may require any type of accommodation to make the accommodation request. Employees requesting accommodation must provide appropriate documentation of: (1) a disability, which is a physical or mental impairment that substantially limits one or more major life activities; and (2) a need for accommodation, by virtue of the specific functional limitations of the disability, to perform the essential functions of their position.

The employee will need to complete the Employee Accommodation Request and HIPAA Release of Information Authorization forms (available on the Human Resources page at <http://www.sewanee.edu/offices/human>)

soon as possible, preferably within two (2) business weeks of receiving the appeal, and that decision is final.

October 11, 2016