NORTHWEST
LOUISIANA TECHNICAL COMMUNITY COLLEGE

Policy No. 6.006

Northwest Louisiana Technical Community College

AMERICANS WITH DISABILITIES ACT

Original Adoption:	February 10, 2008
Effective Date:	February 10, 2008
Last Revision:	December 16, 2019

Policy of Northwest Louisiana Technical Community College (NLTCC) provides equal opportunity for all qualified persons without regard to disability in the recruitment of, admission or accessibility to, participation and treatment in, or employment in the programs and activities operated and sponsored by the NLTCC. Pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law the NLTCC prohibits discrimination against persons with a disability and is committed to providing an atmosphere conducive for persons with disabilities.

Scope and Applicability

Policy of NLTCC provides equal opportunity employment to qualified persons without regard to disability. This entails recruitment, advancement, compensation, job training, and other terms, conditions and privileges of employment. The NLTCC prohibits discrimination against persons with a disability. NLTCC is committed to providing an atmosphere conducive for persons with disabilities.

The NLTCC strictly opposes discrimination against qualified individuals with disabilities in hiring, advancement, compensation, training, discipline and other terms and conditions of employment.

NLTCC will provide reasonable accommodations to disabled individuals upon request, unless the accommodation would impose an "undue hardship". Reasonable accommodations may include, but are not limited to: making existing facilities readily accessible to and usable by persons with disabilities, job restructuring, modifying work schedules, reassignment of vacant position, and acquiring or modifying equipment or devices, adjusting examinations, training materials or providing readers/interpreters. An employer is not required to lower production standards, quality standards or provide personal items to make an accommodation. If a reasonable accommodation is requested, the employee receiving the request should contact the Director of Human Resources.

Definitions

Individual with a disability – A person, who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is repaired as having such impairment.

Qualified individual with a disability -an individual who with, or without, reasonable accommodations can perform the essential functions of the job.

Undue Hardship – an action requiring significant difficulty or expense, in consideration, of the institution's size, financial resources and the structure of the operation.

Provisions to Demonstrate Support of the ADA Policy

- Developing and administering compliance procedures related to employment
- Implementation of reasonable accommodation procedures
- Serving as a resource for possible ADA matters
- Coordinating disability support services
- Providing accommodations for current persons with disabilities and information for potential affiliates of the institution
- It is the responsibility of all unclassified employees, classified employees, faculty, students, vendors and clients to abide by the Americans with Disabilities Act relating to employment practices.
- Persons of Appointed Authority should administer a workplace that acknowledges the provisions of the ADA and enforces its guidelines. An Appointed Authority who knowingly tolerates or allows discrimination against persons with disabilities, and who fails to report or respond appropriately will be subject to disciplinary action up to and including termination.

Complaints of Disability Discrimination

Complaints of disability discrimination should be reported to the NLTCC Director of Human Resources or Chief Human Resources and Development Officer at the Louisiana Community and Technical College System.

The NLTCC will not tolerate any type of retaliation against an individual requesting an accommodation. Individuals who violate this policy will be subject to disciplinary action up to and including termination.

Persons who violate this policy may also be subject to civil damages or criminal penalties.

Policy Reference: Louisiana Technical College Procedure No. HR1930.503
Title I of the Americans with Disabilities Act of 1990
Equal Employment Opportunity Commission
Rehabilitation Act of 1973 *Section 504 34 CFR 104*
LCTCS Policy #6.023 Americans with Disabilities Act: Employees and Students

Approved:

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Earl W. Meador, JD
Chancellor