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# Southeastern Louisiana University

## **Nondiscrimination Against and Accommodation of Individuals with Disabilities**

### **Faculty Handbook**

*Part II: General University Employment*

*Section B. Nondiscrimination Against and Accommodation of Individuals with Disabilities*

### **Classified Employee Handbook**

*Part II: General University Employment*

*Section B. Nondiscrimination Against and Accommodation of Individuals with Disabilities*

### **Unclassified Employee Handbook**

*Part II: General University Employment*

*Section B. Nondiscrimination Against and Accommodation of Individuals with Disabilities*

### **Graduate Assistant Handbook**

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### **Resident Assistant Handbook**

*Part II: General University Employment*

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### **Student Worker Handbook**

*Part II: General University Employment*

*Section B. Nondiscrimination Against and Accommodation of Individuals with Disabilities*

Southeastern Louisiana University complies with the Americans with Disabilities Act and applicable state laws providing for nondiscrimination in employment against qualified individuals with disabilities. Southeastern also provides reasonable accommodations for such individuals in accordance with these laws.

## **PROCEDURE FOR REQUESTING AN ACCOMMODATION**

Qualified individuals with disabilities may make requests for reasonable accommodation(s) to Southeastern's ADA Officer. On receipt of an accommodation request, the ADA Officer will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Southeastern might make to help overcome those limitations.

The ADA Officer, in conjunction with the Vice President for Administration and Finance, the medical review officer, the University's legal counsel, and, if necessary, appropriate management representatives identified as having a need to know (e.g., the supervisor/department head), will determine the feasibility of the requested accommodation. The ADA Officer will inform the employee of Southeastern's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of the right to appeal Southeastern's decision to the President by submitting a written statement to the ADA Officer along with the reasons for the request. The

President or his/her designee will review the employee appeal. After reviewing the appeal, the President or his/her designee will notify the ADA Officer of his/her decision. The ADA Officer will, in turn, notify the individual making the appeal of the President's decision, which will be final.

## **ADA GRIEVANCE PROCEDURE**

Southeastern Louisiana University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to the EEO/ADA Compliance Officer, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 10 working days (i.e. days when university offices are open.) after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the ADA Compliance Officer or his designee. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Compliance Officer and a copy forwarded to the complainant no later than 30 working days after its filing.
5. The ADA Coordinator shall maintain the files and records of Southeastern Louisiana University relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 30 working days to the President.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Southeastern Louisiana University complies with the ADA and implementing regulations.