

# POLICIES AND PROCEDURES FOR ACCOMMODATING INDIVIDUALS WITH DISABILITIES

California State University, Chico is committed to the full inclusion of individuals with disabilities in all educational and operational aspects of campus life. In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California's Fair Employment and Housing Act (Government Code § 12926-12928, 12940, 1923) CSU, Chico adopts a policy of nondiscrimination (see CSU, Chico Executive Memorandum 07-09) to ensure that any person with a disability will not, on the basis of that disability, be denied access to or enjoyment of any program, service, or opportunity provided by the campus. In order to comply with the reasonable accommodation requirements of the the laws and regulations cited, and Executive Memorandum 07-09, CSU, Chico provides reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities have full access to equal employment opportunities.

As an employer, CSU, Chico provides reasonable accommodations:

- when an applicant with a disability needs an accommodation in order to be considered for a job;
- when an employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and
- when an employee with a disability needs an accommodation to participate in equal benefits and privileges of employment.

CSU, Chico will process requests for accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner. Anyone may access the campus Procedures for Processing Requests to Accommodate Employees or Applicants with Disabilities at the Employment Practices website:

<http://www.csuchico.edu/hr/employmentpractices.shtml>

Employees, job applicants, or members of the general public who believe their request for accommodation has been unjustifiably denied, or that they are being discriminated against on the basis of their disability, shall contact the Office of Employment Practices and Dispute Resolution by calling (530) 898-4666. Individuals may seek reconsideration and/or redress through existing collective bargaining agreements and/or Executive Order 928 (System-wide Complaint Procedure for Discrimination Complaints by Employees Not Eligible to File a Discrimination Complaint or Grievance under

a Collective Bargaining Agreement) and appropriate State (Department of Fair Employment and Housing, 800-884-1684 or 800-700-2320 [TTY]) and Federal (Equal Employment Opportunity Commission, 800-669-4000 or 800-669-6820 [TTY]) enforcement agencies. If an employee or applicant wishes to pursue the EEO complaint process, he or she must do so within 45 days of the denial, even if he or she is also participating in the University's dispute resolution process, as outlined above.

Requests for accommodations for students with disabilities shall be directed to Disability Support Services (DSS) at (530) 898-5959. DSS works with students and faculty to arrange appropriate accommodations that provide equal opportunity and access for students. Accommodations vary from one student to the next even among students with the same disability. Information regarding DSS and accommodations for students is also available at the DSS website: <http://www.csuchico.edu/dss/>

Students who believe their request for accommodation has been unjustifiably denied, or that they are being discriminated against on the basis of their disability shall contact Student Judicial Affairs by calling (530) 898-6897 or going to Kendall Hall, Room 110.

Available in alternate formats. Contact:

Office of Employment Practices/Dispute Resolution  
Kendall Hall, Room 118,  
(530) 898-4666

