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## Policy DE006: ADA/504 Requesting a Reasonable Accommodation

Recommended for Approval by: *Amy E. Salsgiver*

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Amy E. Salsgiver, Executive Director of Equity and Title IX

Approved by:

*Dale-Elizabeth Pehrsson*  
Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 2/10/2023

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### A. Intent

In accordance with the Americans with Disabilities Act of 1990 (“ADA”), the Pennsylvania Human Relations Act, and Pennsylvania Western University policies and practices, Pennsylvania Western University is prohibited from discriminating in employment against qualified individuals with disabilities on the basis of disability. It is the policy of Pennsylvania Western University of Pennsylvania to provide reasonable accommodations in compliance with federal and state law.

### B. Definition(s)

1. A **Reasonable Accommodation** is a modification or adjustment to a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to enjoy an equal employment opportunity.
2. An **Equal Employment Opportunity** means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

### C. Policy

The ADA requires reasonable accommodation to ensure equal opportunity in the application process, to enable a qualified individual with a disability to perform the essential functions of a job, and to enable an employee with a disability to enjoy equal benefits and privileges of employment.

It is the responsibility of individual applicants and employees to disclose a disability or medical condition and request an accommodation. It is also the responsibility of individual employees to provide documentation of their disability (from an appropriately licensed professional) and to demonstrate how the disability limits their ability to complete the

essential functions of their job. Medical documentation will be kept confidential and in a file separate from the employee's personnel file.

**D. Procedure(s)**

**To request an accommodation, please refer to the attached form.** Questions about completing the form should be directed to the Office of Equity and Title IX, [asalsgiver@pennwest.edu](mailto:asalsgiver@pennwest.edu), 423 Becht Hall Clarion Campus, 814-393-2109.

Once a completed request for an accommodation is received, the University engages in an interactive process with an employee and their supervisor to identify the most appropriate accommodation(s) in a given situation. Accommodations are made on a case by case basis, taking into account the type and severity of the disability and the specific job requirements involved.

If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes they are entitled under federal or state law, the employee may appeal the decision to the Office of Human Resources, Dixon Hall, 250 University Avenue, California Campus, within 10 working days of the date of the decision.

**E. Related policies**

DE002: Non-Discrimination Policy and Procedures

**F. Contact Information**

Amy Salsgiver – Executive Director of Equity and Title IX

Email: [asalsgiver@pennwest.edu](mailto:asalsgiver@pennwest.edu)

Phone: 814-393-2109

Address: 423 Becht Hall, Clarion, PA

**G. Policy Review Schedule**

Reviewed every two years or as needed.

**Appendix A – Reasonable Accommodation Request Form, Release of Medical Information Statement, Medical Certification Form**