

## REASONABLE ACCOMMODATIONS POLICY STATEMENT

It is the policy of the College of New Jersey to provide for reasonable accommodations for individuals with qualified disabilities in accordance with the Americans with Disabilities Act of 1990 (ADA Title 1), Section 504 of the Rehabilitation Act of 1973 (if applicable), and the New Jersey Law Against Discrimination (NJLAD).

A reasonable accommodation is an adjustment or alteration that enables a qualified person with a disability to apply for a job, perform job duties, or enjoy equal benefits and privileges of employment. The College of New Jersey will provide reasonable accommodations to qualified individuals with disabilities unless this would impose an undue hardship on the College of New Jersey. The concept of reasonable accommodation applies to all aspects of employment, including recruitment, training, promotion, reassignment, and developmental assignments. It begins with recruitment activities. The College of New Jersey's vacancy announcements will state that reasonable accommodations will be made for qualified applicants or employees with disabilities.

When an employee with a permanent disability cannot be reasonably accommodated in their present position, it is the policy of the College of New Jersey to attempt to locate a funded vacant position which the College of New Jersey intends to fill, and for which the employee with a disability is qualified. The College of New Jersey will undertake an internal search for an appropriate position for a displaced disabled employee for a reasonable period of time, defined in this policy as sixty (60) days.

The College of New Jersey will accommodate the "known" disability of a qualified applicant or employee. Generally, the qualified employee with a disability triggers the accommodation process; however, the College of New Jersey will offer an accommodation without a request if it knows that the nature of an employee's impairment limits the employee's ability to know, or effectively communicate, the need for an accommodation.

Under this Policy, the College of New Jersey will consider a reasonable accommodation for a qualified employee with a disability in the following circumstances:

- Accommodations to ensure equal opportunity in the application process.
- Accommodations to allow employees with disabilities to perform the essential functions of the job.

Accommodations to allow employees with disabilities to enjoy employment benefits and privileges equal to those of all other employees.

  
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EEO/AA Officer

  
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Human Resources  
Director

  
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Agency Head