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Kennesaw State University ADA Statement and Accommodation Request Process  
Kennesaw State University welcomes qualified individuals with disabilities as employees. This statement and subsequent Accommodation Request Process is provided to give information to applicants and employees on requesting an ADA Accommodation.

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the University to comply with all Federal and state laws concerning the employment of persons with disabilities.

It is also the University's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Kennesaw State University will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

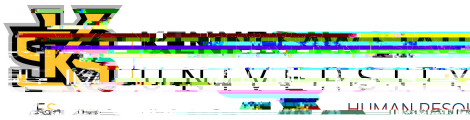
Human Resources is responsible for implementing this process, including resolution of reasonable accommodation, safety, and undue hardship issues.

#### Definitions

As used in this process, the following terms have the indicated meaning and will be adhered to in relation to the ADA process.

- x "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual."
- x "Direct threat to safety" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- x A "qualified individual" means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- x "Reasonable accommodation" means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or





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departments and the ADA Officer for Students. Finally, Human Resources may meet with the Employee's Supervisor regarding the essential functions of the employee's job.

Step 3 (as needed): Human Resources meets with Internal Resources : Human Resources may request a meeting with internal resources such as the Employee's Supervisor, Department head from the Facilities and Parking departments, the Legal Officer, the ADA Officer for Students and the University's Diversity or EEO Office to discuss the accommodation request and to identify other possible reasonable accommodations which would enable the employee to perform the essential functions of the job.

Step 4 (as needed): Cost Analysis Performed: Additional research is F R P S O H W H G to estimate the costs associated with the accommodation(s) or to determine the feasibility of the accommodation(s).

Step 5: Human Resources makes Accommodation Determination: As soon as administratively possible, Human Resources, utilizing input from the internal resources and external resources if necessary, will take one of the following