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**SUBJECT: ACCOMODATION OF DISABILITIES POLICY**

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**1.0 PURPOSE**

- 1.1. Snow College believes and upholds the idea that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be subjected to discrimination by any entity. Therefore, Snow College does not discriminate against and accommodates persons with disabilities in accord with applicable federal and state laws and regulations.

**2.0 POLICY**

- 2.1. Snow College does not discriminate against and accommodates persons with disabilities in accord with applicable federal and state laws and regulations. Snow College does this by:
  - 2.1.1. Providing employment opportunities to qualified individuals regardless of a disability;
  - 2.1.2. Providing reasonable accommodation(s) to qualified individuals who have disabilities who are employees or applicants for employment, and
  - 2.1.3. Providing qualified individuals who have disabilities with appropriate auxiliary aids and services where necessary to allow equal opportunity as defined by applicable federal and state laws and regulations to participate and enjoy the benefit of a service, program, or activity conducted by the College.
- 2.2. Decisions on 1 through 3 above should be made in a reasonably prompt and timely manner.

**3.0 PROCEDURES**

- 3.1. An employee who wishes to request a reasonable accommodation must contact the Human Resource Office with their request for accommodation. Human Resources will provide forms and information regarding the request. Human Resources will work with supervisors and others to implement reasonable accommodation, but such requests should not be handled on an informal basis. Human Resources must be involved for consistency and proper implementation.
  - 3.1.1. Any employee who feels that their request for reasonable accommodation was not properly handled or improperly denied may appeal the result by following the grievance process outlined in [Policy 389](#).
- 3.2. An employee who believes that they have been subjected to discrimination on the basis of a disability or that they have been retaliated against may also follow the grievance process outlined in [Policy 389](#).

- 3.3. An employee at any time may also utilize the services and resources of the Utah Anti-Discrimination, Labor Division or the federal EEOC.