



## Disability Services Guidelines and Procedures

Title I of the Americans with Disabilities Act (ADA) of 1990 makes it unlawful to discriminate in employment against a qualified individual with a disability. In accordance, the System regulation states it will not discriminate against any qualified individual with a disability because of the disability of the individual in such matters as job application procedures, hiring, advancement or discharge practices; compensation, job training; or other terms, conditions, and privileges of employment. It is the responsibility of employees with disabilities, however, to seek available assistance at the University and to make their needs known.

### Rights and Responsibilities of Employees with Disabilities

Employees with disabilities at the University have the **right** to:

- equal access to services, jobs, activities, and facilities offered through the University;
- an equal opportunity to work and receive reasonable accommodations, and/or auxiliary aids and services;
- appropriate confidentiality of all information regarding their disability and to choose to whom, outside of the University, information about their disability will be disclosed, except as disclosures are required or permitted by law;
- information, reasonably available in accessible formats.

People with disabilities at the University have the **responsibility** to:

- meet qualifications and maintain essential institutional standards for courses, programs, services, jobs, activities, and facilities;
- identify as an individual with a disability when an accommodation is needed and to seek information, counsel, and assistance as necessary;
- demonstrate and/or document (from an appropriate professional) how the disability limits their participation in services, jobs, activities, and facilities;
- follow published procedures for obtaining reasonable accommodations and/or auxiliary aids and services.

### Rights and Responsibilities of Texas A&M-Commerce

Texas A&M-Commerce has the **right** to:

- identify and establish essential functions, abilities, skills, knowledge, and standards for services, jobs, activities, and facilities and to evaluate faculty and staff on this basis;
- request and receive, through the office of Vice President of Business & Administration, current documentation that supports requests for accommodations and/or auxiliary aids and services;

- deny a request for accommodations and/or auxiliary aids and services if the documentation demonstrates that the request is not warranted, or if the individual fails to provide appropriate documentation;
- select among equally effective accommodations and/or auxiliary aids and services;
- refuse an unreasonable accommodation and/or auxiliary aid and service that imposes a fundamental alteration on a program or activity of the University.

Texas A&M-Commerce has the **responsibility** to:

- provide information to faculty and staff with disabilities in accessible formats upon request;
- ensure that services, jobs, activities, and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings;
- evaluate faculty, staff, and applicants on their abilities and not their disabilities;
- provide or arrange reasonable accommodations and/or auxiliary aids and services for faculty and staff with disabilities in services, jobs, activities, and facilities;
- to maintain appropriate confidentiality of records and communication, except where permitted or required by law.