



SNU Policy: Americans with Disabilities Policy for Staff & Faculty Employees

SNU Policy ID: Benefits D-10

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Business and Finance

Approval Date: March 06, 2026

Next Review Date: March 06, 2031

The University does not discriminate, or tolerate discrimination against, any individual based on disability or any other status protected by applicable law. For more information regarding Southern Nazarene University's commitment to non-discrimination, please see Policy and Procedure General Information A-4 [Non Discrimination Statement/Equal Employment Opportunity Statement](#) . To ensure equal access to its programs and activities, the University is committed to providing reasonable accommodation, including appropriate auxiliary aids and services, adjustments, and/or modification to the University's policies, practices, or procedures to qualified individuals with disabilities if the reasonable accommodation would allow the individual to perform the essential functions of the job. The University also is committed to taking such steps as may be necessary to ensure that no individual with a disability is excluded, denied services, segregated, or otherwise treated differently because of a disability. University employees can request reasonable accommodation for the workplace. The University may require an applicant or an employee to submit medical documentation from their doctor or health care provider in support of their accommodation request. The University will keep confidential any medical information obtained in connection with the request for reasonable accommodation.

Once an applicant or employee has requested an accommodation, the University will engage the employee in a dialogue known as "the interactive process" to determine what accommodation, if any, is appropriate. No specific form of accommodation is guaranteed for all individuals with a particular disability. Rather, accommodation must be tailored to match the needs of the individual with disability with the needs of the job's essential functions.

Reasonable accommodation will vary depending on individual circumstances and will include an assessment of whether the accommodation would alter the fundamental requirements that are essential to the position, or if it would result in undue hardship to the University. An employee who wishes to request reasonable accommodations for a disability should contact the Director of Human Resources. The University makes determinations about reasonable accommodations on a case-by-case basis considering a number of relevant factors, including:

- The nature and duration of the requested accommodation.
- The impact of the requested accommodation on the performance of the employees essential functions or core work-related duties.
- The financial impact of the requested accommodation.



- The impact of the requested accommodation on other employees, students, or university operations.
- Any alternative reasonable accommodations.

An employee who wishes to request reasonable accommodation for a disability should contact the Director of Human Resources.