**ADA Accommodations Procedure**

*WVNCC will consider reasonable accommodations in accordance with the Americans with Disabilities Act, the ADAAA, the West Virginia Human Rights Act, the Federal Rehabilitation Act of 1973, and the WVNCC Affirmative Action Plan. In order to meet eligibility requirements, an employee must have a qualifying disability and need reasonable accommodation in order to be able to fulfill the essential functions of his or her position.*

**Required Forms/Documents**:(all forms can be found under the HR Forms portion of the WVNCC website)

### Employees must submit a completed [Reasonable Accommodation Request form](http://www.wvncc.edu/uploads/sk_Accommodationrequestform1-10-2012.doc).

### Employee must complete and submit the [Americans with Disabilities (ADA) Medical Inquiry Form](http://www.wvncc.edu/uploads/2a_MedicalInquiryForminResponse.docx).

### A signed physician’s statement, in addition to the ADA Medical Inquiry Form, must be submitted to the Chief Human Resources Officer.

Process

The College is committed to providing reasonable accommodation for employees with disabilities based upon medical assessment of the person’s capabilities to perform the essential functions of the job. However, if reasonable accommodation is not possible within the provisions of the law for his/her position, WVNCC may consider the individual for referral to other positions within WVNCC for which he/she applies and may otherwise qualify. It must be remembered that ADA does not excuse an employee from failing to perform the essential functions of his or her position.

Reasonable accommodation requests for employees with disabilities could involve initial input by, but not limited to, the Chief Human Resources Officer, and/or the individual’s physician, the department supervisor and the employee.

WVNCC will follow applicable Federal and State guidelines and statutes as they relate to reasonable accommodation of employees with disabilities and their capabilities to perform essential job duties. A thorough review of the pertinent employability information including, but not limited to, the medical history, position description, and a functional capability report will be conducted. Resulting proposed accommodations must be reviewed and authorized by the Chief Human Resources Officer, prior to implementation.

WVNCC will analyze and respond to each medical situation on a case-by-case basis using the most current evidence available. WVNCC respects the confidentiality of an individual’s medical condition and will make an effort to ensure that the condition of the employee will remain confidential, unless the employee requests that the information regarding his/her medical condition be released to others. Nothing in this statement is to be read as vesting an employee with broader rights than otherwise exist under the law.

The duration of the accommodation is to be determined based on the Medical Inquiry Form.

As long as an employee maintains adequate performance of essential job duties, and the medical evidence indicates there is no health or safety risk to the employee, other employees or the public, WVNCC will attempt to provide an environment that will allow the employee to continue working.