

# Reasonable Accommodations for Employees

The College has recognized its legal obligation to make reasonable accommodations designed to provide overall accessibility and equal opportunity for qualified employees and applicants for employment with disabilities.

The College seeks to accommodate qualified persons with disabilities on an individual basis. Individuals are provided reasonable and necessary accommodations based upon specific information and assessment data documented by a qualified professional.

## SCOPE

This policy applies to employees and applicants for employment.

## DEFINITIONS

**Applicant for Employment** - Refers to any person who applies for an open job position with the College.

**Disability** - A “disability” is defined as: 1) a “physical or mental impairment” that “substantially limits” one or more of the “major life activities” of an individual; 2) a record of such impairment; or 3) the perception that one has such impairment.

## ADMINISTRATIVE RULES

### Nondiscrimination

Employment, admissions and educational decisions are based on merit, qualifications, and competence. It is the intent of the College to provide equal opportunities for minorities, women, and disabled individuals. The College’s employment practices include all aspects of hiring, promotion, assignment, discharge and other terms and conditions of employment. The College’s admissions and educational practices include all aspects of admissions, orientation, student employment, housing, academic and student programs, discipline and other terms and conditions of enrollment.

### Requesting Accommodations

The College provides reasonable accommodations necessary to afford equal opportunity in employment for qualified individuals with professionally verified disabilities. These accommodations will be provided in the most integrated setting appropriate to the individual’s needs. Any qualified employee or applicant for employment with a disability may request a reasonable accommodation in order to perform the requisite job requirements.

Information as to the existence and location of services, activities and facilities that are accessible to and usable by qualified employees and applicants for employment with disabilities may be requested from any of the Employee Disabilities Services Coordinators below:

Michelle Walker, M.S., Senior Director

Also Serving as Employee Disabilities Services Coordinator Office of Human Resources

1000 Brady Street Davenport, IA 52803-5214

(563) 884-5866

[michelle.walker@palmer.edu](mailto:michelle.walker@palmer.edu)

Duane Rohrbacher, Ph.D., J.D., Director

Also serving as Employee Disabilities Services Coordinator

Office of Student Services

90 E. Tasman Drive

San Jose, CA 95134

(408) 944-6122

[duane.rohrbacher@palmer.edu](mailto:duane.rohrbacher@palmer.edu)

Cheryl Shaw, PHR, M.B.A., Human Resources Manager

Serving as Employee Disabilities Services Coordinator

4777 City Center Parkway

Port Orange, FL 32129-4153

(386) 763-2665

[cheryl.shaw@palmer.edu](mailto:cheryl.shaw@palmer.edu)

## Employment Application Process

- 1) The College does not discriminate on the basis of a disability in the employment application process.
- 2) Any information concerning an applicant's disability provided during the selection process is on a voluntary or optional basis. The College maintains this information solely for the purpose of its affirmative action efforts in providing equal employment opportunity to individuals with disabilities.
- 3) No limitations will be placed on the number or proportion of persons with disabilities who may be employed.
- 4) When assessing the qualifications of any applicant, relevant factors including education, training, skills, work experience, and any other pertinent information that the applicant supplies are considered.

- 5) After selection for employment, the College invites and encourages voluntary self-identification by individuals with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the College may provide to the employee. The College strives to determine the accommodations to be provided before the self-identifying employee begins employment in an effort to have accommodations in place when the employee commences work.

## Training and Development Programs

Employees with disabilities shall have the opportunity to participate in the College's training and development programs and activities if they qualify for such programs.

## Performance Evaluations

To the extent necessary to accommodate an employee with a particular disability, and to the extent deemed reasonable and consistent with the essential job functions and expectations, performance evaluations, and other procedures for evaluating an employee's successful job performance will be adapted and administered so as to minimize the effect of the disability and accurately measure the employee's performance of the essential job functions.

## Benefits

In providing employee benefits to qualified individuals, the College may not provide lesser benefits, limit eligibility for benefits, or otherwise discriminate on the basis of disability.

## Physical Location of Work Stations

The location of work stations within the physical plant will provide equal access to mobility and/or visually impaired employees to the extent reasonably possible. The College will strive to incorporate principles of barrier free design in the renovation of existing buildings or facilities.

## AMENDMENT OF POLICY

The College reserves the right to amend this policy from time to time as the interests of the College may require.

## STANDARD INSTITUTIONAL POLICY PROVISIONS

Institutional Policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

# Additional Information

## ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES

This policy may be supplemented by division or department-specific policies, processes, and/or procedures that describe policy implementation practices. Such supplemental procedures may be obtained from, referenced in, and/or linked from, the relevant division or department. It is the responsibility of all employees and students to know and comply with any applicable processes and/or procedures.

## POLICIES

- > N/A

## PROCESSES/PROCEDURES

- > Contact Human Resources for Procedures

## FORMS/INSTRUCTIONS

- > [Guidelines for Documentation of Disabilities](#)
- > [Reasonable Accommodation Request Form](#)
- > [Instructions for Completing the Reasonable Accommodation Request Form](#)
- > [Occupational Fitness Assessment Form](#)

## CONTACTS

- > Davenport, Iowa, Campus  
Human Resources  
1000 Brady Street Davenport, IA 52803  
(563)884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)
- > San Jose, Calif., Campus  
Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563)884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)
- > Port Orange, Fla., Campus  
Human Resources  
4777 City Center Parkway

Port Orange, FL 32129  
(386)763-2665  
[hr.dept.fl@palmer.edu](mailto:hr.dept.fl@palmer.edu)

**RELATED INFORMATION**

> N/A

**HISTORY**

Last Revised: .....March 14, 2016

Adopted: .....N/A

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Issuing Office:.....Office of Institutional Compliance  
Earlye Julien, PHR, M.S. Ed., CQIA  
Senior Director for Institutional Compliance & Chief Compliance Officer  
Palmer College of Chiropractic  
1000 Brady Street  
Davenport, Iowa  
Phone: (563) 884-5476  
Fax: (563) 884-5883  
[earlye.julien@palmer.edu](mailto:earlye.julien@palmer.edu)

Responsible Officer: .....Thomas Tiemeier, B.B.B., C.P.A.  
Vice Chancellor for Administration/Treasurer  
Palmer College of Chiropractic  
1000 Brady Street  
Davenport, IA  
Phone: (563) 884-5653  
[tom.tiemeier@palmer.edu](mailto:tom.tiemeier@palmer.edu)