



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
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Accommodation of Disabilities and Pregnancy

Policy:

Alcorn State University is committed to providing a safe environment and endeavors to protect the health, welfare, and safety of all employees, students, and visitors. The University reasonably accommodates persons with disabilities. The Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, is a federal anti-discrimination statute that provides protections to persons with disabilities in employment, public accommodations, state and local government services, and telecommunications.

Employees and applicants with a disability (as defined under the ADA, as amended) may be eligible for a reasonable accommodation that allows them to perform essential functions of their position or participate in the hiring process for an open position. A reasonable accommodation for an employee may include such things as changing the physical layout of the workplace, restructuring job duties, or modifying the work schedule. A reasonable accommodation for an applicant may include making certain, reasonable modifications to the application, screening, or interview process to ensure accessibility.

Employees who are pregnant may also be eligible for reasonable accommodations. Accommodations for pregnant workers may include more/longer bathroom breaks, access to places to sit, limits on lifting, and private space for nursing mothers.

The *Reasonable Accommodation Questionnaire* is located on the Office of Human Resources webpage at https://www.alcorn.edu/uploaded/files/finadmin/hr/REASONABLE_ACCOMMODATION_QUESTIONNAIRE.pdf. This questionnaire must be completed to determine if reasonable accommodation, based on the essential functions of the job, can be made.