



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 10.15, **Americans with Disabilities Act**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to ensure understanding of Texas Tech University Health Sciences Center's (TTUHSC) responsibilities regarding the Americans with Disabilities Act (ADA).

**REVIEW:** This HSC OP will be reviewed by November 1 of even-numbered years (ENY) by the Assistant Vice President for Human Resources and the Managing Director of HSC Student Services, with recommendations for revision forwarded to the Executive Vice President for Finance and Administration (EVPFA) by December 1.

### **POLICY/PROCEDURE:**

#### **1. Policy**

- a. The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 *et seq.*, as amended) mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services, and benefits derived from them. Title V, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 *et seq.*), as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities, and services of recipients of federal financial assistance. Both ADA and Section 504 of the Rehabilitation Act are civil rights statutes that prohibit discrimination on the basis of disability, if applicable, obligate colleges and universities to make certain adjustments and accommodations and offer to persons with disabilities the opportunity to participate fully in all institutional programs and activities. TTUHSC adheres to these laws and regulations as well as the Texas Commission on Human Rights Act.

In addition, on September 23, 1996, the U.S. Department of Justice issued certification that the Texas Accessibility Standards, the Texas Architectural Barriers Act, and the Architectural Barriers Administrative Rules meet or exceed the new construction and alterations requirements of Title III of the Americans with Disabilities Act. TTUHSC complies with these regulations.

- b. TTUHSC provides that all educational and other programs and activities are available to persons with disabilities in the most integrated setting appropriate. Students, employees, residents, applicants, and other individuals with disabilities served by TTUHSC are not segregated, separated, or treated differently. If applicable, TTUHSC will make reasonable accommodations for a known physical or mental impairment. Reasonable accommodation includes modification or adjustment of a job process that will enable a qualified applicant with a disability to be considered for that position. The adjustments will ensure that essential functions of the job can be accomplished.
- c. An individual may request a reasonable accommodation if his/her disability limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. A qualified individual with a disability can perform the essential functions of the position with or without reasonable accommodation.

#### **2. Procedures**

- a. Communications and printed materials for students, faculty, employees, residents, and program participants, as well as prospective students, employees, and participants, are accessible to persons who require Braille, large print, taped formats, interpreters or Telecommunications Devices for the Deaf (TDD). Those requiring such accommodations are requested to notify the appropriate program sponsor 72 hours prior to the need for such accommodations so that there will be time to

provide accessible materials. Classroom accommodations may require three to ten working days' notice.

- b. The President of TTUHSC or his/her designee will be responsible for overseeing the reasonable workplace accommodation policy and procedures to ensure compliance.
- c. Any employee requiring an accommodation shall notify his/her supervisor in writing and likewise inform the supervisor of the nature of the disability. The employee shall provide a medical statement from his/her health care provider that contains a diagnosis, prognosis, and an evaluation explaining the impact the impairment will have on the employee's ability to perform the essential functions of the employee's position. The statement must also identify the major life activity that is substantially limited as a result of the disability.
- d. If the employee is a faculty member, copies of the aforementioned documentation should be provided to the AVPHR. In the case of an accommodation for a member of the staff, documentation should be provided to the Office of the AVPHR. In the case of a request for accommodation from a student, copies of the documentation should be provided to the ADA compliance officer for students, the Managing Director of Student Services (MDSS) in Lubbock. For residents/fellows, copies of the aforementioned documentation should be provided to the Program Director and/or Chair who will forward it to the Associate Dean for Educational Programs.
- e. Based on the information provided by the health care provider and affected applicant/requestor, the TTUHSC designee assigned to the relevant group, along with the immediate supervisor, will establish procedures for providing reasonable accommodation. In the case of a student, the MDSS will consult with all parties to assure that reasonable accommodation is accomplished.
- f. If accommodation would constitute an undue hardship for the university, the TTUHSC designee and the immediate supervisor, or the MDSS in the case of a student, shall prepare documentation stating the reasons for such a decision.
- g. An undue hardship to the institution could include an accommodation which created an adverse impact on (a) the institution's operations and business, (b) the institution's financial viability due to cost factors involved, and/or (c) the safety of the requestor or other individuals.
- h. TTUHSC will maintain the confidentiality of all medical and ADA information concerning employees and students. These records will be kept separate from personnel files and will be accessible only to authorized personnel.

### 3. Notices

#### a. Faculty

- (1) Faculty is encouraged to insert one of the following into each course syllabus:

**Option I:** "The university is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all. If students require special accommodations in order to participate, they are to contact their instructor at \_\_\_\_\_. Students should present appropriate verification from the MDSS. No requirement exists that accommodations be made prior to completion of this approved university process."

**Option II:** "Any student who, because of a disability, requires some special arrangements in order to meet course requirements should contact the instructor at \_\_\_\_\_ as soon as possible to request necessary accommodations. The student should present appropriate verification from the MDSS. No requirement exists that accommodations be made prior to completion of this approved university process."

- (2) Faculty is encouraged to announce the following within the first two class periods:

"I would appreciate hearing from anyone who has a disability that may require special accommodations. Please see me after class or during my office hours."

- (3) Any resident/fellow who, because of a disability, requires some special arrangements in order to meet residency training requirements should contact his/her Program Director or Chair who will forward information to the Associate Dean for Educational Programs at the Lubbock Campus as soon as possible to request necessary accommodations. Residents/fellows should present verification from their health care provider as to the nature of the accommodation required. No requirement exists that accommodations be made prior to the completion of this approved university process.

**b. General Public & Patients**

- (1) The following statement should be included in materials developed and available through the university:

(a) Public Statement

"TTUHSC provides for program accessibility for members of the public. Those requiring accessible materials in Braille, large print, tape format, interpreters, or Telecommunications Devices for the Deaf are requested to notify the appropriate person(s) as noted in 4(a) at least 72 hours prior to the need for such services in order that time will be adequate for their preparation."

(b) Patient Statement

"Patients with disabilities who may need auxiliary aids or services are requested to contact (Name of Person) at (Phone number) at least 72 hours prior to a scheduled appointment in order that appropriate arrangements to provide auxiliary aids or services can be made."

- (2) Such notice should be inserted in university-related programs open to the public.

**4. Grievance**

- a. ADA provides for private right of action for injunctive relief, attorney fees, and compensatory damages against both individuals and institutions. At least one person is required to be designated to coordinate an institution's effort under ADA. At TTUHSC, the following may be contacted:

- (1) Faculty, Staff and Public Concerns – Gena Jones, Asst. VP for Human Resources;
- (2) Student Concerns – Margret Duran, Managing Director of Student Services;
- (3) Patient Concerns – Individual named at each center; or
- (4) Residents or fellows – Chair, GME Committee or the Designated Institutional Official (DIO) at each campus.

- b. TTUHSC fully complies with ADA guidelines regarding employment of persons with disabilities. Skills or aptitudes necessary to perform the job are clearly stated and available to applicants.

**5. Right to Change Policy.**

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time without the consent of employees, faculty or students.