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TITLE:	PERSONS WITH DISABILITIES: EMPLOYEES AND POTENTIAL EMPLOYEES
EFFECTIVE DATE:	January 20, 2015
LAST REVISION:	Initial* Policy No. 202

PURPOSE

To provide policies and procedures which will eliminate discrimination on the basis of disability in any program or activity which BRCC operates, and to provide guidance for assisting persons with disabilities.

SCOPE AND APPLICABILITY

This policy and procedures memorandum applies to all employees of the College.

STATEMENT OF POLICY

It is the policy of BRCC to provide equal opportunity for all qualified persons without regard to disability in the recruitment of, admission to, accessibility to, participation in, treatment in or employment in the programs and activities operated and sponsored by BRCC, pursuant to the Americans with Disabilities Act of 1990 (ADA) and other related federal and state law.

BRCC prohibits discrimination against qualified persons with disabilities in employment, academic and other programs, public services, transportation, public accommodations and telecommunications. Additionally, BRCC is committed to promoting an atmosphere to end discrimination against individuals with disabilities, to bring persons with disabilities into the social and economic mainstream and to provide enforceable standards to address discrimination against individuals with disabilities.

BRCCC prohibits retaliation against an individual requesting accommodation under the Americans with Disabilities Act.

Employees and Applicants for Employment

BRCC prohibits discrimination against qualified individuals with disabilities because of the disability in the areas of: hiring, advancement, discharge, compensation, training and other terms and conditions of employment (such as pre-employment testing and selection procedures).

BRCC will provide “reasonable accommodations” to disabled applicants or employees, upon request, unless the accommodation would present an “undue hardship”. The determination of “undue hardship” is a decision that grows out of the ADA Accommodation Assessment process and is made by the designated “Office of Special Programs,” which for employees is the Office of Human Resources.



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The Office of Human Resources is also responsible for implementing reasonable accommodation procedures, serving as a resource for matters involving persons with disabilities, and coordinating all disability-related support services for employees.

Public Services

BRCC accommodates and provides programs and services for students and employees. It is the responsibility of BRCC employees (administrators, faculty and staff, full-time and part-time) responsible for activities, programs and services to respond to requests for accommodation by persons with disabilities seeking access to such activities, programs and services. In determining an appropriate response, advice and assistance may be obtained from the Office of Human Resources.


Policy Reference:

Section 504 of the Rehabilitation Act of 1973, as amended in 1992

Americans with Disabilities Act of 1990

Louisiana Community and Technical College System Policy #6.023 Americans with Disabilities Act: Employees and Students

Louisiana Community and Technical College System Policy #6.011 Harassment Policy

Source of Policy: As listed above
BRCC Policy #201 Equal Employment Opportunity
BRCC Policy #219 Grievances for All Employees
Related Policy: Employees
Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources
LCTCS Policy Reference: #6.023
LCTCS Guideline Reference: Article II Sect 2
Date: 1/20/2015