

**Policy Number: 1060**

**Policy Name: Americans with Disabilities Act (ADA) Policy & Accommodation Request**

**Responsibility for Maintenance: Director of Human Resources**

**Effective Date: November 20, 2015**

**Last Updated: October 7, 2025**

### **I. Policy Statement**

Richard Bland College (RBC) affirms its commitment to equal employment opportunity and a workplace environment free from discrimination. In alignment with the Americans with Disabilities Act (ADA), the Virginia Human Rights Act (VHRA), and applicable policies of the Virginia Department of Human Resource Management (DHRM), RBC will provide reasonable accommodations to qualified employees and applicants with disabilities. These accommodations are intended to support individuals in performing the essential functions of their positions or in fully participating in the recruitment and selection process. Information concerning the provisions of the ADA and their rights provided thereunder, is available from the Disability and Support Services Coordinator for students and from Human Resources for employees.

### **II. Reason for Policy**

The College is committed to acting in accordance with the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

### **III. Applicability of the Policy**

All College employees, students, and applicants.

### **IV. Related Documents**

[Americans with Disabilities Act](#)

[Section 504 of the Rehabilitation Act](#)

[RBC Student Handbook](#)

RBC Policy 1090: Policy Prohibiting Discrimination, Harassment and Retaliation

### **V. Contact**

<b>OFFICE</b>	<b>TITLE</b>	<b>TELEPHONE NUMBER</b>	<b>EMAIL</b>
Human Resources	Director of Human Resources	(804) 862-6100 x6409,	rbchr@rbc.edu
Disability and Support Services	Disability and Support Services Coordinator	(804) 862-6100 x6524	disabilityservices@rbc.edu

## VI. Definitions

**Disability:** A physical or mental impairment that substantially limits one or more major life activities; or a record of a physical or mental impairment that substantially limited a major life activity; or a perceived impairment that is not both transitory (less than six months actual or expected duration) and minor.

**Qualified Individual:** An employee or applicant who meets the skill, experience, education, and other job requirements and can perform the essential functions of the position, with or without reasonable accommodation or student in need of accommodation, including special housing accommodations, emotional support animals, 504 IEP plans and testing services.

**Reasonable Accommodation:** Any modification or adjustment to a job, work environment, hiring process, housing accommodations, emotional support animals, 504 IEP plans and testing services that enables a qualified individual with a disability to perform essential job functions, participate in the application process, or access student services without imposing undue hardship.

**Undue Hardship:** Significant difficulty or expense incurred by RBC in providing an accommodation.

**Interactive Process:** A collaborative dialogue between the employee/applicant, Human Resources, Disability and Support Services Coordinator, and appropriate Cabinet-level manager(s) to identify and implement effective accommodations.

## VII. Procedures

- A. **Eligibility:** An individual may request an accommodation if she or he has a disability as defined by the ADA, requires an accommodation to perform essential job functions, or needs assistance during the application or interview process or including special housing accommodations, emotional support animals, IEP plans and testing services. Requests may be submitted by the employee, applicant, student, or a designated representative (e.g., family member or healthcare provider).
- B. **Submitting a Request:** Requests for accommodation may be made verbally or in writing to any of the following: immediate supervisor, unit/department manager, RBC Human Resources Department for employees, or Professor, Chief Academic Officer or RBC Disability and Support Services Coordinator for students. While no specific language is required, the request must indicate that an accommodation is needed due to a disability.
- C. **Documentation:** The requesting party may be asked to complete the Employee's Request for Job Accommodation Form. Medical documentation may be required to verify the disability and the need for accommodation. All documentation will be kept confidential and stored securely by the Human Resources Department for employees and Disability Services for students.

- D. **Interactive Process:** Upon receiving a request for an accommodation, the Human Resources Department, and/or the Disability and Support Services Coordinator, will initiate the interactive process. This includes discussion with the employee, student, supervisor, and other relevant parties to clarify the need, explore accommodation options, and assess feasibility and effectiveness. The process must begin promptly and be conducted in good faith.
- E. **Determination and Implementation:** Subsequent to due diligence conducted by the HR Department and the Disability and Support Services Coordinator and a written recommendation from these offices, the appropriate Cabinet-level manager will determine whether the requested accommodation is reasonable and does not impose undue hardship on the College. Approval of an accommodation will be documented by sending an approval notice to the employee from the appropriate Cabinet-level manager or the Office of Disability Support Services for students. The accommodation will be implemented as soon as practicable. If a request for accommodation is denied, the employee will receive a written explanation and may appeal the decision through RBC's grievance procedures. Students receiving a denial will receive written explanation from the Office of Disability Support Services and may appeal through the Office of Disability Support Services, which will consult with College Counsel about the appeal and make a final decision.
- F. **Monitoring and Review:** Accommodations will be reviewed periodically to ensure continued effectiveness. Employees and students are encouraged to report any issues or changes in their condition that may affect the accommodation.

**Confidentiality:** All information related to accommodation requests will be treated as confidential and shared only with individuals directly involved in the process.