

**WILLIAM JAMES COLLEGE
DISABILITY ACCOMMODATIONS POLICY**

Commitment to Equal Employment Opportunities

William James College ("WJC" or the "College") complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), the Massachusetts Fair Employment Practices Law (MFEPL), and all applicable local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, WJC will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Requesting a Reasonable Accommodation

If you believe you need an accommodation because of your disability, you are responsible for making a request with Human Resources. You may make the request orally or in writing. In any case, WJC will ask you to provide information in WJC's reasonable accommodation request form, including relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, WJC will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. WJC encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, WJC is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on WJC.

Medical Information

If your disability or need for accommodation is not obvious, WJC may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, WJC may require that you see a health care professional of WJC's choosing, at WJC's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

WJC will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

Determinations

WJC makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The determination is made by a Reasonable Accommodations Committee (RAC), appointed by the President of the College from time to time. The identities of the RAC members is available from Human Resources upon request. Because the decisions are made by the RAC as a whole, please do not direct your request for an accommodation to a single individual on the RAC; rather please be sure to make your request to Human Resources.

In making its determinations, Human Resources and/or other members of the RAC will engage in an interactive dialogue with you to better understand your need for the requested accommodation and to assess whether or not such accommodation will enable you to perform the essential functions of your job and whether or not such accommodation will cause the College undue hardship. Because each decision is made on a case-by-case basis and based on an individualized assessment of each situation, the interactive dialogue and interactions with Human Resources and/or other member of the RAC may differ from request to request. You will be expected to cooperate in the interactive dialogue in order to best enable the RAC to make a determination on your request for a reasonable accommodation. If you do not cooperate and do not provide sufficient information to enable the College to make a determination, then your request for accommodation may be denied or delayed.

WJC strives to make determinations on reasonable accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Director of Human Resources, Ellen Collins.

Accommodations Based on an Employee's Family Member's Disability During COVID-19 Public Health Emergency. Although the ADA and applicable state or local laws do not require WJC to provide an accommodation if an employee's family member has a disability, during the COVID-19 public health emergency, WJC will consider such requests and generally evaluate such a request using similar guidelines to those the College applies for considering accommodation requests for an employee's own disability. As a result, an employee may be required to provide sufficient information about the family member's disability, the impact of the family member's disability on the employee's ability to perform essential functions of the employee's job, duration of the requested accommodation, and whether or not the requested accommodation places an undue hardship on the College. Because consideration of such accommodations for an employee's family member's disability is not required by applicable law, the College reserves the right to adjust the standards of evaluating such requests for accommodation.

No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. WJC expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. WJC is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith.

Administration of this Policy

Human Resources is primarily responsible for the administration of this policy. If you have any questions regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact the Director of Human Resources, Ellen Collins.

Acknowledgment of Receipt and Review

I, _____ (employee name), acknowledge that on _____ (date), I received a copy of WJC's Disability Accommodations Policy and that I read it, understood it, and agree to comply with it. I understand that WJC has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes to this policy can be made only if approved in writing by the Director of Human Resources or President of WJC. I also understand that any delay or failure by WJC to enforce any work policy or rule will not constitute a waiver of WJC's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized WJC representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized WJC representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

Signature

Printed Name

Date