

**POLICY TYPE: Human Resources**

**POLICY TITLE: Reasonable Accommodations**

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Responsible Administrator: Vice President for Human Resources

Location of Related Procedures: Office of the Vice President of Human Resources

It is the policy of Madison College to provide reasonable accommodations for qualified individuals with a disability who are employees or applicants for employment to afford equal employment opportunity. Employment opportunities will not be denied because of the need to make reasonable accommodations to an individual's disability. Reasonable accommodations will be provided by the employing unit/department in a timely and cost-effective manner. All persons with disabilities are invited to self-identify and to request needed accommodations by completing the Madison College Americans with Disabilities Act [Accommodation Request Form](#). Appointing authorities, supervisors, employees, and applicants for employment should direct inquiries regarding disability accommodation policies and procedures to Human Resources.

*August 2015*