



# Americans with Disabilities Act (ADA)

## 1. Policy

Valdosta State University is governed by the Board of Regents of the University System of Georgia, which specifically prohibits discrimination on the basis of disability. Valdosta State University is committed to complying with the goals and objective of the Americans with Disabilities act. Employees needing accommodations should contact the Director of Human Resources and Employee Development. Students needing accommodations should contact the Director of the Access Office.

## 2. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Alumni           | <input type="checkbox"/> Graduate Students   | <input type="checkbox"/> Undergraduate Students |
| <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> Faculty  | <input type="checkbox"/> Student Employees      |
| <input type="checkbox"/> Visitors         | <input type="checkbox"/> Vendors/Contractors | <input type="checkbox"/> Other: _____           |

## 3. Procedure

Accommodation procedures, ADA request forms and ADA evaluation forms are posted online at <https://www.valdosta.edu/administration/finance-admin/human-resources/forms/> or an employee may request these ADA forms from the Office of Human Resources (229-333-5709).

### Notice to Employees Regarding Reasonable Accommodations:

Employees may experience problems in their jobs that are related to mental or physical impairments. Where a mental or physical impairment is sufficiently severe, it may be considered a disability under the law. If you have a mental or physical disability that affects your ability to perform your job, Valdosta State University may be able to provide you with a reasonable accommodation to help you carry out the essential functions of your job. Valdosta State University has no obligation to consider any accommodation unless you inform us that you have a disability that affects your ability to perform your job, and that an accommodation may be needed.

Some employees fear that disclosing a disability will result in negative consequences to them. The purpose of this notice is to assure employees that we take our obligation to comply with disability discrimination laws seriously. We also want employees who believe they have a disability for which a work-related accommodation is needed to inform management promptly so that Valdosta State University can determine, with input from medical professionals, whether they have a disability and, if so, whether a reasonable accommodation can be provided to help them perform the essential duties of their position.

If you believe your ability to perform your job is affected by a disability and that an accommodation may be needed to enable you to perform the essential functions of your job, Valdosta State University is entitled to have [your healthcare provider or an independent medical evaluator](#) determine whether you have a disability for which a reasonable accommodation is needed. If you have any questions please contact Human Resources and Employee Development at 229-333-5709.



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### 4. Supporting Documents

[Employee Accommodation Verification Form](#)

### 5. Policy Attributes

<i>Responsible Office(s)</i>	Human Resources, 1205 N. Patterson St., 229-333-5709, hrstaff@valdosta.edu
<i>Approving Officer or Body</i>	President, President's Office, West Hall Suite 1004, 229-333-5952, president@valdosta.edu
<i>First Issued</i>	03/21/2006
<i>Date Revised</i>	08/25/2014 02/22/2022: removed telephone number for Office of Social Equity, revised contact from OSE to HR 10/10/2022: updated URL for new accommodation form
<i>Last Reviewed</i>	03/05/2020
<i>Next Review Date</i>	03/05/2022