

## **Section I - The Boston College Reasonable Accommodation Process**

In accordance with the Americans with Disabilities Act, and the Rehabilitation Act of 1973, Boston College will provide a reasonable accommodation to qualified people with disabilities (including special disabled veterans) to enable them to safely and effectively perform the essential functions of their positions, to enjoy equal benefits and privileges of employment whether as faculty, staff or student employees, or for applicants to participate in the employment application process.

The Office for Institutional Diversity (the OID) has primary responsibility for reviewing reasonable accommodation requests, overseeing the interactive process and ultimately deciding whether an accommodation should be granted. For that reason managers, supervisors, deans and department heads and others (hereafter responsible persons) and in the case of applicants, the Employment Office or applicable deans who receive notification of an accommodation request should immediately notify the



appropriate.

**Undue Hardship/Alternative Accommodations**

If a proposed accommodation would cause an undue hardship because it would impose significant difficulty or expense, or if a proposed accommodation would not enable the employee to perform the essential functions of the job, an alternative accommodation may be proposed or the accommodation request may be denied. Undue hardship is determined on a case-by-case basis taking into account the structure and overall resources of the University as well as the financial and administrative relationship between the accommodated employee's home department and the University at large.

Unless an alternative reasonable accommodation that does not cause an undue hardship can be devised, for current Boston College employees, the Employment Office or the Provost will be notified as early in the process as possible so they can provide general guidance regarding employment options including evaluating open positions the employee is qualified for (with or without a reasonable accommodation) to determine whether any might be suitable for the employee in question and providing application assistance and support where appropriate.

In the case of disabled veterans, the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) requires that when an accommodation request is denied on the basis of an undue hardship, a review of external funding sources will be conducted with the