



Office of Equal Opportunity and Affirmative Action

AMERICANS WITH DISABILITIES ACT POLICY

Revised: June 26, 2009

Applicability: This policy applies to faculty, staff, applicants for employment, and students.

Purpose: To establish uniform guidelines in order to promote a work and educational environment at Tufts University that is free of discrimination and harassment and fosters university compliance with federal and state law pertaining to qualified individuals with disabilities.

Policy Statement

Tufts University is committed to providing reasonable accommodations for qualified individuals with disabilities in a fair and equitable manner, and in accordance with applicable federal and state law. All personnel who are responsible for the implementation of the University's mission are charged to support this policy. We urge everyone in the Tufts community to join in this commitment.

Reasonable Accommodations

The Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, require Tufts University to provide appropriate educational and employment accommodations to employees and students with documented disabilities unless doing so would create an undue hardship, compromise the health and safety of members of the University community, or fundamentally alter the nature of the University's employment or academic mission. As described more fully below, the University engages in an interactive process with the student or employee to determine the individual's disability status and particularized accommodation needs.

Reasonable Accommodation Procedures

Students

Academic Accommodations

Medford Campus

If you are an undergraduate or graduate student enrolled in the School of Arts, Sciences and Engineering, the Fletcher School, or the Boston School of Occupational Therapy and you need an academic accommodation, please visit the *Disability Services* website at:

<http://uss.tufts.edu/arc/disability/> or contact the Program Director Program Director, Sandy Baer, at 617-627-2000 or disabilities.services@ase.tufts.edu.

Note: If you are a faculty member who has received an accommodation request from a student, please refer him/her to the Program Director for Disability Services at the contact number listed above.

Boston & Grafton Campuses

If you are a graduate or professional student of any Tufts school located on the Boston or Grafton campus and you need an academic accommodation, follow the procedures set forth in your school's student handbook or contact the appropriate school administrator listed below.

Note: If you are a faculty member who has received an accommodation request from a student, please refer him/her to the appropriate school administrator listed below in the contacts table.

The following is a list of school administrators to whom requests for accommodations on the Boston and Grafton campus should be forwarded:

School	Contact/Title	Title	Contact Information
Cummings School of Veterinary Medicine	Barbara Berman	Assistant Dean of Student Affairs	(508) 839 8733 barbara.berman@tufts.edu
Friedman School of Nutrition, Science and Policy	Stacy Herman	Director of Student Affairs	(617) 636 3711 stacy.herman@tufts.edu
Sackler School	Kathryn Lange	Associate Dean	(617) 636 6767 kathryn.lange@tufts.edu
Tufts Dental School	Mark Gonthier	Associate Dean of Student Affairs	(617) 636 6539 mark.gonthier@tufts.edu
Tufts Medical School	Colleen Romain	Director of Student Affairs	(617) 636 6576 colleen.romain@tufts.edu

Non-Academic Accommodations

Medford Campus

Housing – For all requests related to accessible housing, please contact the Office of Residential Life at 617.627.3248 or visit: <http://ase.tufts.edu/reslife/policies/disabilities.asp>.

Transportation – For information regarding accessible parking and/or Tufts accessible shuttle service on the Medford Campus, please contact the Department of Public Safety Parking and Administrative Services at (617) 627 3030 or visit: <http://publicsafety.tufts.edu/adminsvc/>

Other - Other–For all other non-academic accommodations, including information involving medical leaves, please contact the Dean of Student Affairs at 617.627.2000.

Boston & Grafton Campus

For all non-academic accommodations on the Boston and Grafton campuses, please contact the appropriate school administrator in the contacts table listed above.

Faculty and Staff

Guidelines for Employees

When seeking a reasonable accommodation, employees are encouraged to inform their manager of the need for an accommodation. Upon receiving an accommodation request, managers should engage the employee in an interactive dialogue to clarify the type of accommodation(s) being sought. Before any accommodations are made, managers should contact Office of Equal Opportunity (OEO) for assistance in determining, among other things:

- whether the employee qualifies as an individual with a disability,
- the essential functions of the employee's job,
- whether the accommodation(s) being sought is "reasonable" and/or to identify alternative accommodation(s).

As part of the interactive process, OEO may ask the employee to provide medical and other documentation to support his/her request for reasonable accommodation. All medical documents will be handled confidentially.

After submission of all required documentation, OEO will confer with the employee and the employee's manager and may also confer with Human Resources (HR) to discuss the requested accommodation(s), and if necessary, possible alternatives. After making a final determination on the matter, OEO will communicate its decision to the employee, the employee's manager and appropriate HR personnel. Employees who are in disagreement with the outcome of their request for an accommodation may address their concerns with the University's Section 504 Officer in the Office of Equal Opportunity and Affirmative Action at (617) 627 3298.

Guidelines for Job Applicants

Applicants for employment at Tufts should inform the hiring official or the Department of Human Resources of the need for any reasonable accommodation. Upon receiving an accommodation request, hiring officials and Human Resources designees should do one of the following:

1. Engage the job applicant in an interactive process to determine whether the individual qualifies as an individual with a disability and if so, determine what reasonable accommodation can be offered, or
2. Contact OEO for assistance at (617) 627 3298

As part of the interactive process, OEO or the involved HR representative may ask the applicant to provide medical and other documentation to support his/her request. All medical documents will be handled confidentially.

Once the required documentation has been submitted, OEO and/or HR will discuss the requested accommodation(s) with the applicant, and if necessary, suggest possible alternatives.

After making a final determination on the matter, OEO and/or HR will communicate its decision to the applicant. The Human Resources department is responsible for implementing all approved accommodations during the interview process.

Helpful Resources for Tufts Community Members and Visitors

Access Issues

To report an issue concerning access to Tufts' buildings and grounds, including access issues involving snow removal, curb cuts, and non-operable automatic door openers, on the Medford, Boston, or Grafton campus, please contact the Tufts Department of Public Safety:

- Medford Campus: 617.627.3496
- Boston Campus: 617.636.3535
- Grafton Campus: 508.839.7921

Accessible Parking

For information regarding accessible parking on the Medford, Boston, and Grafton campus, please contact the Tufts Facilities Department:

- Medford Campus: 617.627.3030
- Boston Campus: 617.636.6610
- Grafton Campus: 508.839.5303

Faculty assistance involving medical leaves:

School of Arts, Sciences, and Engineering –
Inez McCarthy, Faculty Officer
at 617.627.3708

School of Engineering–
Sarah Richmond, Special Projects
Coordinator at 617.627.3754

Schools on the Boston or Grafton campus –
Faculty should contact their respective department chair.

Campus Accessibility Maps: <http://oeo.diversity.tufts.edu/univmaps.html>

Commencement Resources: <http://commencement.tufts.edu/>

Planning an Accessible Event: <http://oeo.diversity.tufts.edu/10steps.html>

Arts, Sciences & Engineering Conference Bureau: <http://ase.tufts.edu/conferences/>

Frequently Asked Questions

1. What is a disability?

According to the Americans with Disabilities Act (ADA), disability is defined as a physical or mental impairment that substantially limits one or more of a person's major life activities (for example, walking, standing, or breathing).

2. What is the interactive process?

The interactive process is when an employer and an individual with a documented disability work together to identify what barriers exist to the individual's performance of a particular job function. This analysis often includes a review of the individual's abilities and limitations and

which factors or job tasks pose difficulties. Fundamental to the process is ensuring that the employee provides sufficient documentation to enable the university to determine if the condition substantially limits a major life activity, and if so, what accommodation(s) may be reasonable but still permit the employee to meet the essential functions of the employee's position.

3. How are reasonable accommodations made?

Accommodations are provided through an interactive process between the applicant or employee and Tufts representatives. The individual requesting the accommodation may be asked to obtain documentation from his/her health care provider to be forwarded to OEO. Supporting documentation from a qualified clinician may include:

- a diagnosis of the impairment and any accompanying test results,
- a detailed description of the specific impairment, functional limitations (with and without the use of mitigating measures such as treatment, aids, and medication), functional need, and the medical justification for such need, and
- a recommendation for the type and duration of the accommodation needed, as well as the rationale underlying the request.

Upon receiving and reviewing the appropriate documentation, a determination will be made regarding the individual's disability status as well as his/her essential job functions as they relate to the accommodation being requested.

4. What should I do if I feel as though I've been discriminated against or harassed because of my disability?

Students, staff, and faculty may report alleged acts of discrimination or harassment by contacting OEO at 617.627.3298. For further information on reporting incidents or filing an OEO grievance, visit www.tufts.edu/oEO.

5. Where do I go if I have questions about this policy?

Tufts University Office of Equal Employment and Affirmative Action is responsible for enforcing the University's ADA policy. Please contact OEO at 617.627.3298 if you have questions about this policy.

Rights and Responsibilities of Tufts Employees

Duty to Cooperate

Managers, supervisors, faculty and other agents of the University have a duty to engage students, employees and applicants in an interactive process in response to requests for reasonable

accommodations. Anyone who feels uncomfortable initiating the interactive process is encouraged to contact OEO at 617.627.3298 as soon as they have notice of a possible need for an accommodation.

Freedom from Retaliation

Any eligible member of the University community has the right to request a reasonable accommodation. It is a violation of University policy to retaliate against an individual for requesting an ADA accommodation.

Any person who retaliates against an individual is subject to disciplinary action up to and including termination by the University.

Confidentiality

In accordance with the ADA, Tufts will protect and maintain the privacy and confidentiality of medical information of its employees obtained in connection with the reasonable accommodation process. All medical information will be treated confidentially and maintained securely and separately from personnel files.

OEO Grievance Procedures

The OEO Grievance Procedures can be found on p. 22 of the OEO Policies and Procedures brochure or by visiting www.tufts.edu/oeo. You may also request a copy of the OEO grievance procedures by contacting OEO at 617.627.3798.

Terminology Used

ADA: Americans with Disabilities Act

Disability: According to the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits one or more of a person's major life activities (for example, walking, standing, or breathing).

Essential Functions: Job duties considered so fundamental that the individual cannot do the job without performing them.

Interactive Process: The interactive process is when an employer and an individual with a documented disability work together to identify what barriers exist to the individual's performance of a particular job function. This analysis often includes a review of the individual's abilities and limitations and which factors or job tasks pose difficulties.

Qualified Persons with Disabilities: An employee or applicant with a disability who satisfies skill, experience, education and other job-related requirements for the position and who can perform the essential functions of the job in question with or without reasonable accommodations. This includes part-time, full-time, probationary, non-career status and temporary employees.

Undue Hardship: An action requiring significant difficulty, expense or disruption, or an action that would fundamentally alter the nature of an operation at Tufts University.