

## **NCU Policy Title III**

There is no "NCU policy" in place for Title III. As things are constructed or changed the Plant Department complies with Title III requirements. It does have a manual from the government that lists Title III Technical Assistance Manual-Covering Public Accommodations and Commercial Facilities. From time to time the department refers to this when construction and changes are being done to the NCU facility.

### **AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

North Central University is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is NCU's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of the individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, NCU will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the NCU aware of his or her disability, provided that such an accommodation does not constitute an undue hardship on the University.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department.

Procedure for Requesting an Accommodation On receipt of an accommodation request, the Human Resources Department will meet with the employee and the supervisor to discuss and identify the precise limitations resulting from the disability and the potential accommodation that might be made to overcome the barriers.

North Central University will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, NCU's overall financial resources, and the accommodation's impact on the operation of the University, including its impact on the ability of other employees to perform their duties and on NCU's ability to conduct business.

North Central University will inform the employee of its decision on the accommodation request. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Vice President of Business and Finance. If the request on appeal is denied, that decision is final.

The ADA does not require NCU to make the best possible accommodation or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Director of Human Resources. All such inquiries or complaints will be treated as confidential to the extent permissible by law.