

Vice President for Human Resources, Diversity,  
Equity, and Inclusion  
August 23, 2022

**A. PURPOSE**

The purpose of this policy is to ensure that individuals with disabilities have equal opportunities in all phases of employment. The University will, in good faith, provide reasonable accommodations for its qualified applicants and employees as required by the Americans with Disabilities Act of 1990, as amended in 2008, (the "ADA") and the Rehabilitation Act of 1973, as amended, and their implementing regulations, and consistent with University and Commonwealth anti-discrimination policies.

Retaliation against an individual with a disability for requesting or using accommodations against another individual is prohibited.

Disability– Under the ADA, a person has a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities, has a record of a physical or mental impairment that substantially limits a major life activity, or is regarded as having a physical or mental impairment.

Essential FunctionsThe fundamental job duties of the employment position.

Record of an Impairment An individual has a record of an impairment if that individual has a history of, or has been classified as having, a mental or physical impairment that substantially limits one or more major life activities.

Major Life Activity– Major life activities include, but are not limited to, the following: ~~safe~~, manual tasks, walking, seeing, hearing, breathing, standing, thinking, concentrating, reading, learning, sleeping, working, bending, communicating, ~~operating~~, normal cell growth, immune system function, digestive function, bowel function, bladder function, neurological function, brain function, respiratory function, circulatory function, and endocrine function.

Physical and Mental Impairment Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine; or any mental or psychological disorder such as intellectual disability

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severity of the impairment, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

Undue Hardship An accommodation would be considered an “undue hardship” if it is too difficult or too expensive to provide in light of the employer’s size, financial resources, and the needs of the business.

#### D. SCOPE

This policy applies to all employees, prospective employees, volunteers and visitors to the institution. Employees include all staff, administrators, faculty, full-time, and classified or non-classified persons who are paid by the University. Visitors include vendors and their employees, parents of students, volunteers, guests, and all other persons located on property, owned, leased, or otherwise controlled by the University.

This policy does not apply to students or student employees as they are covered under [University Policy 4500, Accommodations for Students with Disabilities](#)

#### E. POLICY STATEMENT

It is the policy of Old Dominion University that no qualified individual be excluded or discriminated against in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment

Old Dominion University will provide reasonable accommodation to a qualified applicant or employee with a disability as 2.2 (is)-1.3 (ab-2)



### 3. Confidentiality

