

If an employee is otherwise qualified to perform the job, the college may not discontinue an employee or refuse to hire or promote an employee solely on the basis of disability. Once a disability is identified, if the employee is otherwise qualified to perform the job, the employee and supervisor must work together to determine what reasonable accommodation, if any, is appropriate. An accommodation is considered "reasonable" if it does not impose an undue hardship on the college. Each employee's circumstances will be evaluated on a case-by-case basis.

2070.1 Faculty, Administrative, and Professional Staff:

- A. Faculty members and administrative/professional staff members should, upon medical certification from a physician that they have a disability which may affect the performance of major work activities, request an accommodation from the department head. A copy of the request should be sent to the personnel office.
- B. Whenever reasonable, Big Bend Community College will try to accommodate the employee in his/her current position. Other options, however, may include a change in position, paid or unpaid sick leave, long-term disability, or retirement because of health conditions.

2070.2 Classified Employees:

- A. Classified employees will be handled as per the appropriate Higher Education Personnel Board and the approved Reasonable Accommodation Procedure for Classified Staff.