

BARUCH COLLEGE REASONABLE ACCOMMODATIONS DEFINITIONS AND PROCEDURES

The City University of New York, in compliance with Sections 503 and 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and the New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment with or without reasonable accommodations. The following definitions are based on the New York City Human Rights Law:

A disability is a temporary or permanent physical, medical, mental, or psychological impairment, or a history or record of such impairment, including being regarded as having an impairment.

A physical or mental impairment is: (1) an impairment of any system of the body, including but not limited to the neurological system; the musculoskeletal system; the special sense organs and respiratory organs, including, but not limited to, speech organs; the cardiovascular system; the reproductive system; the digestive and genito-urinary systems; the hemic and lymphatic systems; the immunological systems; the skin; and the endocrine system; or (2) a mental or psychological impairment. In the case of drug addiction, alcoholism, or other substance abuse, the term "disability" applies only to a person who: (1) is recovering or has recovered; and (2) currently free of such abuse. It does not include an individual who is currently engaging in the illegal use of drugs or abusing alcohol in violation of College or CUNY policies and work practices.

A reasonable accommodation is a modification or adjustment to a job or the work that can be made to remove barriers to equal employment opportunities that does not alter the performance of the essential functions of a job cause or cause undue hardship in the conduct of College business. Reasonable accommodations are determined on a case-by-case basis.

The essential functions of a job refers to the duties of a job that are so fundamental to the position, that the individual cannot do the job without being able to perform these functions.

If you are an *employee* with a disability who may need a reasonable accommodation to perform the essential functions of your job, or a *visitor* to the campus who needs a reasonable accommodation, please contact the **Office of the Chief Diversity Officer at (646) 312-4542** to begin the reasonable accommodation interactive process. If you are a *student* in need of a reasonable accommodation to fully participate in academic activities or recreational activities or events on campus, please contact the **Office of Services with Student for Disabilities at (646) 312-4590** for information on its procedures to process requests. Please be advised that the requests should be submitted as soon as possible. An employee seeking a reasonable accommodation will be asked to:

- Complete a Reasonable Accommodation Request Form so that the Chief Diversity Officer can gather the appropriate and correct information ;
- Complete and execute a HIPAA Form authorizing the employee's health care provider to release information necessary to process the reasonable accommodation request;

- Ask the employee's health care provider complete the Reasonable Accommodation Healthcare Provider Form; and
- Submit the completed documentation to The Office of the Chief Diversity Officer.

The Reasonable Accommodation Request Form, HIPAA Form, and Reasonable Accommodation Healthcare Provider Form are available at the Office of the Chief Diversity Officer.

This information does not form a contract of any kind and may be amended, altered, modified, or rescinded without notice at the College's discretion.