



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

### **Compliance with Rehabilitation Act of 1973 and Americans with Disabilities Act**

#### **Policy 3.03**

Volume 3 AA/EEO

Chapter 3 Compliance with  
Rehabilitation Act of 1973 and  
Americans with Disabilities Act

Responsible Office: AA/EEO

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#### **Policy Statement**

The Medical College of Georgia ensures that all persons with disabilities who are current employees of the institution, applicants for employment, or enrolled students are afforded equal opportunity in maintaining their present position and/or being considered for a position, provided they are qualified. This policy includes all aspects of employment: hiring, promotion, demotion or transfer, recruitment, advertising, layoff or termination, salary and other compensation, and selection for training.

#### **Reason For Policy**

The Medical College of Georgia is a government contractor subject to Section 503 and 504 of the Rehabilitation Act of 1973, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals. Furthermore, the Medical College of Georgia must be in compliance with the Americans with Disabilities Act (ADA).

#### **Entities Affected By This Policy**

All employees, applicants for employment, and students of the Medical College of Georgia are covered by this policy.

#### **Who Should Read This Policy**

All employees of the Medical College of Georgia should be aware of this policy. All employees who are involved with hiring other employees must be aware of and follow this policy.

#### **Contacts**

<b>Contact</b>	<b>Phone</b>	<b>e-mail/URL</b>
Director AA/EEO Office	706-721-7782, CJ 2117	<a href="mailto:sowalker@mcg.edu">sowalker@mcg.edu</a>
AA/EEO Specialist	706-721-7782, CJ 2117	<a href="mailto:eeo@mcg.edu">eeo@mcg.edu</a> <a href="http://www.mcg.edu/aaeeo/staff.htm">http://www.mcg.edu/aaeeo/staff.htm</a>

#### **Website Address For This Policy**

<http://www.mcg.edu/aaffairs/policies/pdfs/p303.pdf>

## **Related Documents**

A Guide to Disability Rights Laws, including Americans with Disabilities Act and Rehabilitation Act: <http://www.usdoj.gov/crt/ada/cguide.htm>

## **Definitions**

These definitions apply to these terms as they are used in this policy:

### **Handicapped or disabled individual**

Per Federal law, any person who has a physical or mental impairment that substantially limits one or more of such a person's major life activities, has a record of such impairment, or is regarded as having such an impairment.

### **Life activities**

Includes communication, ambulation, self-care, socialization, education, vocational training, employment, transportation, and adapting to housing. Per Federal law, primary attention is given to those life activities that affect employability or admissibility.

### **Substantially limits**

The degree that the impairment affects employability. A handicapped or disabled individual who is likely to experience difficulty in securing, retaining, or advancing in employment would be considered substantially limited.

### **Has a record of such an impairment**

An individual may be completely recovered from a previous physical or mental impairment. This term is included as a category of disability because the attitude of employers, supervisors, and coworkers toward that previous impairment may result in an individual experiencing difficulty in securing, retaining, or advancing in employment. The mentally restored and those who have had heart attacks or cancer often experience such difficulty. Also, this includes individuals who may have been erroneously classified and may experience discrimination based on this misclassification.

### **Is regarded as having such an impairment**

Refers to those individuals who are perceived as having a handicap, whether an impairment exists or not, but who, because of attitudes or for any other reason, are regarded as handicapped by employers or supervisors who have an effect on the individual securing, retaining, or advancing employment.

## **Overview**

The Medical College of Georgia is a government contractor subject to Section 503 and 504 of the Rehabilitation Act of 1973, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled individuals. The Medical College of Georgia must also be in compliance with the Americans with Disabilities Act (ADA). This policy addresses what actions the institution will take to maintain compliance and

*Compliance with Rehabilitation Act of 1973 & Americans with Disabilities Act*

what the employee, or prospective employee, with a disability should or can do.

**Process/Procedures**

All programs and organizations at the Medical College of Georgia are available for participation by all individuals (employees or students). In order to ensure equal employment opportunity for handicapped and disabled individuals, students and employees are encouraged to identify their disability(ies) so that the Medical College of Georgia can determine what reasonable accommodations can be made.

**Facilities Review**

In an effort to ensure that individuals with disabilities encounter as little difficulty as possible in gaining physical access to the buildings, offices, and rooms located on campus, the Medical College of Georgia will periodically undergo a facilities and program review and make adjustments as needed.

**Special Services**

The following special services are offered for individuals with disabilities:

- Counseling services
- Designated parking spaces
- Assistance in registering for classes
- Accessible dormitory space
- Ramps across grass areas
- Computer terminals adjusted for individuals with disabilities
- Classroom locations rearranged to accommodate the disabled

**Invitation to Identify**

Under Section 503 and 504 of the Rehabilitation Act of 1973, the Medical College of Georgia is required to take affirmative action to employ and advance in employment qualified disabled individuals. Employees may request consideration under this affirmative action program and are invited to identify themselves as such. This information is voluntary and refusal to provide it does not subject the employee to discharge or disciplinary treatment. All employees and applicants for employment are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under this Act. Information obtained concerning individuals shall be kept confidential except that:

- Supervisors and managers may be informed regarding restrictions on the work or duties of disabled individuals and regarding necessary accommodations
- First aid and safety personnel may be informed when and, to the extent appropriate, if the condition might require emergency treatment
- Government officials investigating compliance with the Act may be informed. If an employee is disabled, this office would like to include the employee in the affirmative action program by informing this office of:
  - Any special methods, skills, and procedures that would qualify the employee for positions that he/she might not otherwise be able to do because of the disability, so that the employee can be considered for any positions of that kind
  - The accommodations that could be made to enable the employee to perform the job properly and safely, including special equipment, changes in the physical layout of the job,

*Compliance with Rehabilitation Act of 1973 & Americans with Disabilities Act*

elimination of certain duties relating to the job, or other accommodations.

**Responsibilities**

The responsibilities each party has in connection with ARSA Policy 3.03, Compliance with Rehabilitation Act of 1973 and Americans with Disabilities Act, are:

Director AA/EEO Office AA/EEO Specialist	Ensure that MCG is in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Provide special services to employees with disabilities, as described above.
Employees with disabilities	Voluntarily identify oneself to the AA/EEO Office and request special requirements, if necessary