

ADA (AMERICANS WITH DISABILITIES ACT) ACCOMMODATION

RESPONSIBLE OFFICIAL: CHIEF HUMAN RESOURCES OFFICER

EFFECTIVE DATE: 9/11/2019

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS ONE (1) YEAR – 6/10/2026

BOARD OF REGENTS REPORTING: PRESIDENTIAL RECOMMENDATION

I. POLICY STATEMENT

Northern Kentucky University (NKU) is committed to supporting equality of employment opportunity. This commitment includes embracing people with disabilities. As part of this commitment, the university will make good faith efforts to provide reasonable accommodations for employees to perform the essential functions of their jobs, as well as for those accommodations requested during the employment process.

II. ENTITIES AFFECTED

This policy applies to all NKU employees including faculty, staff, student employees, and people with disabilities applying for employment at NKU.

III. AUTHORITY

In addition to being a violation of university policy, discrimination against people with disabilities is prohibited by state and federal laws including [KRS 344.010\(5\)](#) and [KRS 344.120](#), as well as the [Americans with Disabilities Act \(ADA\) of 1990, as amended](#) by the ADA Amendments Act of 2008.

IV. DEFINITIONS

ADA: The [Americans with Disabilities Act \(ADA\) of 1990](#) is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

ADAAA: The [ADA Amendments Act \(ADAAA\) of 2008](#) expands on the ADA by emphasizing that the definition of disability should be construed in favor of “broad coverage” to the maximum extent permitted by the terms of the ADA.

Disability: The ADAAA Sec. 12102 states that the definition of disability should be interpreted in favor of broad coverage of individuals and defines disability as “(A) a physical or mental impairment that substantially limits one or more major life activities of [an] individual; (B) a record of such an impairment; or (C) being regarded as having such an impairment.” Additionally, the determination of a disability “shall be made without regard to the ameliorative effects of mitigating measures,” e.g., medication or hearing aids.

Equal Employment Opportunity: Equal employment opportunity (EEO) means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to an average similarly-situated employee without a disability.

Reasonable Accommodation: Reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity.

V. RESPONSIBILITIES

The Office of Human Resources is responsible for implementing the policy by providing current information on any changes to the ADA on the [Office of Human Resources' website](#) and is also responsible for responding to requests for reasonable accommodations in a timely manner.

VI. PROCEDURES

Applications for reasonable accommodations and information about the process for application are made accessible for employees and applicants for employment on the [Office of Human Resources' website](#) or in the Office of Human Resources (see Section VIII below).

VII. TRAINING

The Office of Human Resources provides training on-demand for supervisors regarding the request for reasonable accommodations process.

VIII. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

[ADA and ADAAA Accommodation Request Process](#)

[ADA Job Accommodation Request and Medical Inquiry Form](#)

RELATED POLICIES

[Medical Leave: Family Medical Leave \(FML\) and Other Medical](#)

[Furniture Standards and Acquisition Requirements](#)

[Digital Accessibility](#)

[Service Animals](#)

[Sick Leave](#)

[NKU Faculty Handbook Section 16.11](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Minor Revision to sec. I for Kentucky House Bill 4 (KY HB4) Compliance Edits to update links and formatting	June 10, 2025
Revision	September 11, 2019
Policy – Americans with Disabilities Act (ADA)	

ADA (AMERICANS WITH DISABILITY ACT) ACCOMMODATION

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish K. Vaidya

Date

5/14/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.

☒ This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

☒ The Board of Regents approved this policy on 9 / 11 / 19.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

☐ The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Bonita Brown

Date

9/18/19

Print Name

Bonita Brown