



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Reasonable Accommodations for Disabilities

APPLIES TO:

Faculty, Staff, Student Employees, and Applicants for Employment

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements Kentucky State University's (KSU) ADA Policy. It outlines the interactive process for requesting and determining reasonable accommodations for qualified individuals with disabilities to ensure equal employment opportunity.

DEFINITIONS:

Disability

A physical or mental condition that substantially limits one or more major life activities, a record of such a condition, or being regarded as having such a condition.

Essential Job Functions

The fundamental, non-marginal duties of a position.

Interactive Process

A timely, good-faith communication process between the employee/applicant, supervisor, and Human Resources to explore and determine effective reasonable accommodations.

Qualified Individual

An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position.

Reasonable Accommodation

A modification or adjustment to a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to perform essential job functions and enjoy equal employment opportunities.

PROCESS:

Requesting an Accommodation

An employee or applicant may initiate a request for an accommodation by contacting the Office of Human Resources (HR). If a request is made to a supervisor, the supervisor must promptly direct the individual to HR. Required forms are available on the KSU HR webpage.

The Interactive Process

- **Documentation:** HR may require medical documentation from a healthcare provider to confirm the disability and the need for an accommodation. All medical information will be kept confidential and maintained in files separate from the employee's personnel file.
- **Consultation:** HR will engage in the interactive process with the employee/applicant and the relevant supervisor to understand the limitations caused by the disability and to identify potential effective accommodations.
- **Determination:** HR will determine the appropriate reasonable accommodation based on the interactive process. An accommodation will not be provided if it imposes an undue hardship on the University.
- **Implementation:** HR will document the approved accommodation and coordinate its implementation with the employee and supervisor.

Supervisor Training

Supervisors are encouraged to request training on the accommodation process from the HR Office to ensure compliance and support for their employees.

REFERENCES AND RELATED MATERIALS:

- KSU ADA Policy
- KSU FMLA Policy
- ADA Accommodation Request Forms

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Zach Atwell
