



**MOLLOY
UNIVERSITY**

Policy # HR.105
Americans With Disabilities Act
Policy Statement
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: All Employees
Last Revised: 09/04/2014
Last Reviewed: 07/01/2022

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The University is committed to all provisions of the Americans with Disabilities Act of 1991 and its amendments that ensure the fair treatment and consideration of persons with disabilities in all areas of employment, including the implementation of nondiscriminatory employment decisions, terms, conditions, and practices. Molloy does not tolerate discrimination or harassment against any employee based on disability or perceived disability. Any discrimination, harassment, or other alleged violations should be reported to Human Resources. Additionally, employees or applicants for employment with disabilities shall be provided with reasonable accommodation when requested except where such accommodation would cause undue hardship. Employees with disabilities are encouraged to self-identify with Human Resources and request any accommodation that may be necessary to effectuate performance of essential job functions.

Upon receiving a request for accommodation, Human Resources will engage with a prospective or current employee in what is known as the “interactive process and cooperative dialogue.” The purpose of the interactive process and cooperative dialogue is to understand the needs of the prospective or current employee and, based on the circumstances, to identify any reasonable accommodations. Human Resources may require that the prospective or current employee provide medical documentation or periodic recertification confirming that the prospective or current employee has a disability and needs a reasonable accommodation. Data concerning disabilities shall be kept confidential and shall only be disseminated on a "need to know" basis.

In accordance with the New York City Human Rights Law, Molloy provides reasonable accommodations for employees’ pregnancy, childbirth, or related medical conditions, including accommodations for lactation. Before an employee returns from parental leave, Human Resources will seek to discuss with the employee whether the employee needs a reasonable accommodation to express breast milk at work.