Rock Valley College

Employees or Applicants Requesting a Reasonable Accommodation under the Americans with Disabilities Act (ADA)

RVC Administrative Procedure (2:10.120)

Rock Valley College is committed to the full inclusion and participation of persons with disabilities in all aspects of college life including employment. Consistent with the Illinois Human Rights Act, the Americans with Disabilities Act (ADA), and other state and federal law, RVC will provide reasonable accommodations to applicants, candidates, and employees with known disabilities.

RVC will notify all applicants, candidates, and employees of their responsibilities and the procedures the College will follow in processing accommodation requests. It is the responsibility of each applicant, candidate, and employee with a disability to make known the need for an accommodation by submitting a request for an accommodation pursuant to established procedures. RVC has no obligation to accommodate disabilities of which it is unaware or disabilities not covered by federal or state law.

Accommodation requests based on conditions not qualifying as disabilities under state or federal law may be granted or denied at RVCs discretion. For these specific situations, RVC will not be regarding the employee as having a disability as defined by the ADA or by the Illinois Human Rights Act.

Applicable Laws/Definitions

A. The Americans with Disabilities Act (ADA) is a federal law prohibiting discrimination against individuals with disabilities in employment, public service, public accommodations, transportation, and telecommunications.

B. The Rehabilitation Act is a federal law prohibiting discrimination on the “basis of disability” by federal contractors and recipients of federal grants.

C. The Illinois Human Rights Act is a state law prohibiting discrimination against individuals based on physical or mental disability.

D. Definitions:

- Disability:

1. a physical or mental impairment that substantially limits one or more major life activities;
2. a record of such an impairment or;
3. being regarded as having such an impairment.

- Major Life Activities- Include but are not limited to walking, talking, seeing, hearing, learning, breathing, caring for oneself, doing manual tasks, and participating in community activities. Major life activities also include the operation of a major bodily function. (Functions of the immune system, special sense organs, and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions).

- Qualified Individual - an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

- Reasonable Accommodations are change in the work environment or how things are customarily done that enables an individual with a disability to access the application process, perform the job, or enjoy equal employment opportunities. Accommodations may include:

    1. making existing facilities accessible;
    2. job restructuring;
    3. part-time or modified work schedules;
    4. acquiring or modifying equipment;
    5. changing tests, training materials, or policies;
    6. providing qualified readers or interpreters;
    7. reassignment to a vacant position.

- Essential Function - those functions that the individual holding the position must be able to perform with or without reasonable accommodation.

- Applicant – a person who applies or takes an exam for employment at RVC.

- Candidate – an applicant invited by RVC to interview for a particular position.

- Employee – an individual who has been extended a conditional offer of employment, accepted the conditional offer of employment, passed all required pre-employment verifications, and has commenced work at RVC in the position for which they were extended and accepted an offer of employment.

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Process to Request an Accommodation

1. Applicant/Candidate/Employee completes the "Rock Valley College Request for Reasonable Accommodation under Americans with Disability Act (ADA)" form, then submits to the Benefits & Wellness Coordinator (BWC) in Human Resources.
2. The BWC meets in person or virtually with the Applicant/Candidate/Employee to assist them with customizing their unique request using the "Authorization and Release" form.
3. The Applicant/Candidate/Employee's submits the completed "Authorization and Release Form" and their job description to their health care provider.
4. The Applicant/Candidate/Employee's health care provider completes the form detailing the specific accommodation being requested, with adequate medical evidence to support that request, then submits the form via fax or mail directly to the BWC.
5. The BWC, Applicant/Candidate/Employee, and health care provider will engage in an Interactive Process regarding the submitted request for an accommodation and supporting documentation.
    a. As part of the Interactive Process, the BWC will facilitate the following actions:
        i. Meet with the applicant/candidate/employee face-to-face or virtually, and if necessary, may also contact the health care provider.
        ii. Consult with the supervisor and appropriate departments, division, or campus personnel staff to determine the job's essential functions.
            - NOTE: Disability diagnosis(es) will not be shared with staff outside of Human Resources; only the specific accommodation being requested will be discussed.
6. The BWC will issue a Decision on the Request.
    1. If a request is approved, the BWC will issue a Letter of Accommodations identifying the approved accommodation(s).
    2. If a request is denied, the BWC will inform the employee of the decision by written notification.

Documents for Reference

- Rock Valley College Request for Reasonable Accommodation Under the Americans with Disability Act (ADA) form
- Authorization and Release form
- Grievance Procedure
- Grievance Form

Reference: Board Report 8129
Implemented: January 30, 2024
Revised: February 6, 2026

RVC is an equal opportunity educator and employer.