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## Penn State's responsibilities as an employer

To practice nondiscrimination in all employment activities.

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## Penn State resources

*For more information regarding your rights and responsibilities, please contact either of the following:*

The Human Resources Representative in your area. The current listing of the Human Resources Representatives can be found at the following web site:

<http://ohr.psu.edu/hr-representatives>

*Or:*

ADA Coordinator  
Affirmative Action Office  
328 Boucke Building  
814-863-0471 V/TTY

*For additional information regarding the reasonable accommodation process for employees at Penn State, visit our web site at:*

<http://www.affirmativeaction.psu.edu/access.htm>

### **This publication is available in alternative media on request.**

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, genetic information, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-865-4700/V, 814-863-1150/TTY.

The Pennsylvania State University encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the area providing the program/activity in advance of your participation or visit.

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# Are you:

A current Penn State faculty member, staff member (exempt/nonexempt), technical service worker, wage payroll worker or job applicant?  Yes  No

A person who has a physical or mental impairment that substantially limits one or more of her/his life activities; has a record of such an impairment; or is regarded as having such an impairment?  Yes  No

An individual with a disability who meets the skill, experience, education, and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of a job?  Yes  No

*If you answered yes to any of the above then read on.*

PENNSTATE



Penn State University is committed to equal employment opportunities for individuals with disabilities. In order to continue the University's long standing commitment to accessibility, all employees must understand both the rights and responsibilities specified under The Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990 (ADA), as amended. Each of us plays a role in creating a supportive environment for all members of the University community in compliance with both the spirit and the letter of these laws.

This brochure is part of Penn State's ongoing commitment to ADA educational programming for faculty, students, and staff. I encourage you to read it. The University and our public benefit from the full participation of all citizens.



Kenneth F. Lehrman, III  
Vice Provost for Affirmative Action

*You have rights and/or responsibilities under The Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990, as amended.*

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## Your rights as a qualified individual with a disability

### TO NONDISCRIMINATION

In regard to any employment practices or terms, conditions, and privileges of employment, including:

- application
- promotion
- testing
- medical examinations
- hiring or layoff/recall
- assignments
- termination
- evaluation
- compensation
- disciplinary actions
- leave-of-absence
- training
- benefits
- interviewing

### TO REASONABLE ACCOMMODATION

*Definition:* Any change in the work environment or in the way things are usually done that results in equal employment opportunity for an individual with a disability, unless it can be shown that the accommodation would cause an undue hardship on the operation of the business.

### EXAMPLES OF REASONABLE ACCOMMODATIONS:

- modifications or adjustments to a job application process
- modifications or adjustments to the work environment
- modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment
- job restructuring

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## Your responsibilities as a qualified individual with a disability

To *identify* yourself as a qualified individual with a disability and to *request* reasonable accommodations. You may be asked to provide documentation that establishes you have an impairment that is a disability as defined by the ADA.

After requesting reasonable accommodations, you could be asked to sign a release of information giving Penn State permission to consult with your health care professional in order to determine that you are a qualified employee with a disability and to seek guidance as to any functional limitations based on your disability. This information will be utilized to explore effective reasonable accommodations.

