



OFFICE OF HUMAN RESOURCES

REASONABLE ACCOMMODATION INFORMATION

It is the policy of the Mt. San Antonio Community College District to make reasonable accommodation to the known physical or mental limitations of an otherwise qualified employee or applicant who has a qualifying disability unless the hiring authority can demonstrate that the accommodation would impose an undue hardship on the operation of its program. A department shall not deny any employment opportunity to a qualified employee or applicant who is an individual with a disability if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the applicant or employee.

QUALIFYING DISABILITY

A qualifying disability is a physical or mental disability or medical condition that limits one or more major life activities. The following are not considered disabilities under California State law: sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

REQUESTING ACCOMMODATION FOR DISTRICT EXAMINATIONS

When applying for a District examination, you must indicate the type of reasonable accommodation needed on your State application form. State agencies are required to respond to your request within 10 working days after the final filing date and before the date of administering the examination. If you have not received a response to your request by the time you receive a notice to appear for an examination, contact the appropriate testing office indicated on the examination bulletin.

REQUESTING ACCOMMODATION ON THE JOB

As an employee, you may request a reasonable accommodation verbally, or in writing. Examples of accommodation may include, but not be limited to:

- Job restructuring and/or reassignment
- Modified work schedule
- Reader or interpreter
- Tools, equipment, devices, furnishings

You may be required to fill out additional forms and/or provide documentation if requested by your employer. Your employer must respond within 20 calendar days of receiving the required documents pertaining to your request. If you do not receive a response, you should contact your human resources office regarding the status of your request.

Mt. San Antonio College

REASONABLE ACCOMMODATION

As an employee of Mt. San Antonio College, I certify that I have read and have received a copy of ***Reasonable Accommodation Information***.

Print Name

Date

Signature