

### 13.3 DISABILITY- REASONABLE ACCOMMODATION

The Americans with Disabilities Act (ADA) and Pennsylvania Human Relations Act prohibit discrimination against a qualified person with a disability in any employment practice, including but not limited to: recruitment, hiring, promotion, discharge, compensation, training, provision of benefits, and other terms and conditions of employment. The University is committed to making reasonable accommodations in policies, practices, or procedures when such modifications are necessary for any qualified applicant or employee to perform the essential functions of the position.

Any employee needing accommodation, or any manager needing assistance in assessing the reasonableness of a requested accommodation, locating auxiliary aids, or having general questions about the ADA and accessibility issues should contact the Human Resources Department. Any employee who believes he/she has not received an appropriate accommodation should contact the Office of Multicultural Affairs or the Human Resources Department. A copy of the policy is located on the Temple University Policies Web site at <http://policies.temple.edu>.

An employee requesting accommodation or assistance in traveling because of a disability must contact his/her immediate supervisor Dean or Budget Unit Head to determine reasonable and necessary accommodations prior to making any travel plans. Specific information regarding proposed travel details, determination of hours of care necessary per day, type of care required (personal attendant care/community access care), among other information, will be provided to assess the viability and practicality of the request. These issues will be assessed for each travel request and will be determined on a case-by-case basis. A copy of the Temple University Travel and Business Related Expense Policy is located at [http://www.temple.edu/controller/travel/update\\_pol.htm](http://www.temple.edu/controller/travel/update_pol.htm).