5600 Nondiscrimination

I. Notice of Nondiscrimination

Northwest College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, genetic information, pregnancy or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST BLDG 4, Powell, WY 82435-1860; 307-754-6227. All other compliance inquiries shall be directed to the Compliance Officer, Orendorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307-754-6098, or the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303-844-5695; FAX: 303-844-4303; TDD: 800-877-8339; OCR.Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orendorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307-754-6102; Title9@nwc.edu.

II. Americans with Disabilities Act

The College is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes following the mandates of the Americans with Disabilities Act of 1990 (ADA), a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process (recruitment, hiring, assignments, promotions, training, evaluation, discipline and discharge) and in the provision of services and benefits.

To ensure that an employee can perform or continue to perform (if the disability occurs after employment) his or her job responsibilities, a reasonable accommodation by the College may include, but is not limited to the purchase of special equipment, changing the physical layout of the workplace, restructuring job responsibilities and duties, modifying work schedules, etc. Any accommodation that creates an "undue hardship" is contingent upon a number of variables. Supervisors must contact Human Resources before disciplining, transferring, terminating or relieving an employee of job duties due to a disability.

A. Procedure - What is a "Disability" under the ADA?
   The ADA utilizes a three-pronged definition of disability. An individual with a disability is any person who:
   1. Has a physical or mental impairment that substantially limits one or more major life activities
   2. Has a record of such an impairment; or
   3. Is regarded as having such impairment

   An individual must satisfy at least one of the three prongs of the above definition in order to be considered an individual with a disability under ADA.

   Employees who are recovering alcoholics are considered individuals with a disability under ADA and may be entitled to reasonable accommodations if they are qualified to perform the essential duties of the job. However, an employee may be disciplined and/or terminated if their use of alcohol adversely affects job performance or conduct. Moreover, the College may terminate or take other disciplinary action against an employee who poses a direct threat to health or safety of other individuals in the workplace.

B. Requesting Accommodations
   To be eligible for an accommodation, employees must make the College aware of their disability by providing the Human Resources Office with written documentation from a physician or specialist specifying recommended accommodations based on the employee's job duties/description. By doing this the employee has fulfilled their responsibility. All employment accommodations and/or employment decisions made based on a disability must be approved by the Vice President for Administrative Services and Finance and the Human Resources Director.
   Even though the employee provides input concerning the accommodation process, the College shall determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional

independent medical examinations, evaluations or other appropriate information at the College's expense.

Concerns with respect to architectural barriers and building/program disability related modifications shall be directed to the Vice President for Administrative Services and Finance or the College President.

A summary describing the disability and any provided accommodations shall be completed by the Human Resources Director, signed by the employee and placed in the employee's secured medical file in accordance with the law. Disability information is treated as confidential and shall be shared with College administrators only on a need-to-know basis. The College shall not provide accommodations without appropriate documentation.

Questions and complaints can be directed to the Compliance Officer/Vice President for Administrative Services and Finance.

Revised and Adopted 11/13/2006
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