

**THREE RIVERS COLLEGE
PERSONNEL POLICY**

Section: 4000 Personnel	
Sub Section: 4800 Employee Welfare	
Title: PP 4810 ADA and Reasonable Accommodation	Page 1 of 2
Associated Policy: GAP 1200 Equal Opportunity	
Associated Regulation: PR 4810 ADA and Reasonable Accommodation	
References: Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973	
Supersedes: NA	
Responsible Administrator: Director of Human Resources	
Initial Approval: 07-14-2010	Last Revision: 09-21-2016

Three Rivers College complies with, and fully supports Section 504, of the Rehabilitation Act of 1973 and the American's with Disabilities Act of 1990. Therefore, no one will be denied an employment opportunity, or otherwise discriminated against during the application; interview, selection, and hiring process because he/she has a disability, or has a relationship with a disabled person.

Selection, hiring, and placement decisions are based solely on the qualifications of the candidate such as education, experience, and skills that match the requirements for the job. To allow for a fair and equitable hiring process, Three Rivers College will make reasonable accommodations to any person with a known disability. If hired, reasonable accommodation will be made to ensure that the employee can perform the tasks of the job.

If an applicant is in need of a reasonable accommodation to enable them to apply for employment; the applicant must make it known at the time of application. Information provided during the application and hiring process is confidential, and will not be considered in evaluating a candidate's qualification for employment.

Three Rivers College does not discriminate on the basis of a disability against an otherwise qualified individual in any program, service or activity offered by the college. The college is committed to ensuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the college or fundamentally alter the essential functions of the job. Employees are encouraged to contact their respective 504/ADA coordinator if assistance is desired, to discuss accommodation needs. The Director of Human Resources is the TRC 504/ADA coordinator for employees, located in the Office of Human Resources, Westover Building; 573-840-9695.

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DOCUMENT HISTORY:

- 07-14-2010:** Initial approval of policy PP 4810 ADA and Reasonable Accommodation.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.