

Wittenberg Student Employment Accommodations Policy

Approved by Accessibility Services on December 17, 2025

Wittenberg is committed to providing reasonable accommodations that will permit the employee to perform the **essential functions**, or basic job duties essential to perform the role, of the job. The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA) requires equal access be provided to qualified applicants through all institutional offered facilities, goods, programming, and services.

If an applicant or current employee is a **qualified individual**, defined as a person who meets legitimate skill, experience, education, or other requirements of an employment position that s/he holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation, with a disability, the university will, upon request, evaluate and provide **reasonable accommodations**, defined as a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process, that are designed to allow the employee to perform the essential functions of the job. The employee is responsible for requesting accommodation and for providing documentation to assist the university in understanding the nature of the employee's disability and the accommodation(s) requested.

A request for an accommodation should be made to the Office of Student Employment. The Office of Student Employment will consult with necessary offices, such as Accessibility Services, to determine the reasonableness of the request. Students should be aware the process to receive workplace accommodations can be timely and are not retroactive.

Students should not be put into a position of negotiating their accommodations or disclosing information to any individual outside of the Disability Resource Office. Lack of relevant training, power dynamics, appropriateness, and ensuring the interactive process is not compromised are important factors.

To request workplace accommodations:

1. Students should email the Office of Student Employment at careers@wittenberg.edu . Requests may be made at any time; however, accommodations are not retroactive.



2. The Office of Student Employment will consult with relevant offices as part of the review. Students should expect to provide necessary documentation, such as medical provider letters and a personal narrative.
3. The Office of Student Employment strives to conduct reviews within 14 days of the initial request. Determinations will be provided to the student via email.
4. If approved, the Office of Student Employment will notify the position supervisor and assist in the initial facilitation of accommodations or services.

An accommodation that would impose an **undue hardship**, defined as an "action requiring significant difficulty or expense," on the university or if provided, would not resolve the issue, or pose a significant risk of substantial harm to the health or safety of the individual or others, may not be considered a reasonable accommodation. In either of these situations, the university may not be able to provide the requested accommodation; however, alternatives may be provided if available.

- **Appeal Process:** If you believe this decision was made in error, and do not have additional documentation to provide, you can appeal for reconsideration. The appeal can be made by emailing Grace Sever, Senior Director for Student Success & Academic Services, at severg@wittenberg.edu. Mrs. Sever will conduct a review of the information provided to Accessibility Services and ensure that a thoughtful, individualized assessment was made. Generally, an appeal decision will be made within 30 days. In some cases, the Senior Director will consult with campus leadership, faculty, and/or external consultants prior to making a final decision. Students' right to privacy will be maintained throughout this process.
- **Grievance Process:** If you believe that you are being denied equal access or experiencing disability-related discrimination in violation of the Americans with Disabilities and its Amendments Act and/or Section 504 of the the process outlined in Wittenberg's Grievance Procedure. Note that the grievance must be filed within 30 days of the alleged prohibited action(s).

Please visit [US Department of Labor- Office of Disability Employment Policy](#) for more information.