Rights and Responsibilities

Rights and Responsibilities of Employees with Disabilities

Employees with disabilities at the University have the **right** to:

- Equal access to programs, services, jobs, activities, and facilities offered through the University;
- An equal opportunity to work and to learn, and to receive reasonable accommodations;
- Appropriate confidentiality of all information regarding their disability and to choose to whom, outside of the University, information will be disclosed except as disclosures are required or permitted by law;
- Information, reasonably available in accessible formats.

Employees with disabilities at the University have the **responsibility** to:

- Meet qualifications and maintain essential institutional standards for courses, programs, services, jobs, activities, and facilities;
- Identify as an individual with a disability when an accommodation is needed and to seek information, counsel, and assistance as necessary;
- Document, from an appropriate professional, how the disability limits their participation in courses, programs, services, jobs, activities, and facilities;
- Follow published procedures for obtaining reasonable accommodation.

Rights and Responsibilities of Southeastern Oklahoma State University

Southeastern Oklahoma State University has the **right** to:

- Identify and establish essential functions, abilities, skills, knowledge, and standards for courses, programs, services, jobs, activities, and facilities and to evaluate faculty and staff on this basis;
- Request and receive, through the Campus Compliance Officer for Faculty/Staff in the Office of Human Resources, current documentation that supports requests for accommodations;
- Deny a request for accommodation if the documentation demonstrates that the request is not warranted or supported by the documentation;
- Select among equally effective accommodations through an interactive process;
- Refuse an unreasonable accommodation that imposes undue hardship.

Southeastern Oklahoma State University has the **responsibility** to:

- Provide information to faculty and staff with disabilities in an accessible format upon request;
- Ensure that courses, programs, services, jobs, activities, and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings;
- Evaluate faculty, staff, and job applicants on their abilities and not their disabilities;
- Provide or arrange reasonable accommodations;
- To maintain appropriate confidentiality of records and communication, except where permitted or required by law.