
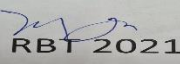
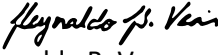
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Prepared by:  Maria Elizabeth S. Yap	Reviewed by:  RBT 2021 Raul Victor B. Tan	Approved by:  Reynaldo B. Veja
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I. PURPOSE

The purpose of this reference guidelines is to provide reasonable accommodations for all employees with disabilities when it comes to hiring, facilities, work schedules, and marginal or incidental job functions to carry out the job's major activities.

II. SCOPE

This reference guidelines shall be applied to all Mapua employees.

III. DEFINITION

Persons with Disabilities

Are individuals with restrictions or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.

Impairment

Is any loss, diminution or aberration of psychological, physiological, or anatomical structure or function while under the employ of the University.

Handicap

Refers to a disadvantage for a given individual, resulting from an impairment or a disability, that limits or prevents the function or activity, that is considered normal given the age and sex of the individual and/or while under the employ of the University.

PWD


Person with Disability

UNCONTROLLED

 Crisanta F. Azcueta 10-Nov-2022
 Signature over Printed Name/Date


APPROVED

 BY: Jonah Mae Pagcu-Arizabal DATE: 26 May 2021

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IV. RESPONSIBILITY AND AUTHORITY

Human Resources Department	Has the overall responsibility for the Disability Accommodation policy.
Health Services Department	Shall be responsible for the safekeeping of medical records of the PWD; shall monitor the health condition of the employee with disability.
Center for Guidance & Counseling	Shall be responsible for counselling to address the needs and concerns when it comes to their well being to attain a more meaningful, productive and satisfying life.
Campus Maintenance, Management & Operations	Shall be responsible in ensuring that the physical accommodations needed by PWD is installed/constructed and regularly monitored for safety and adherence to the policy.

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V. DETAILS OF REFERENCE GUIDELINES

The University is committed to equal opportunity in employment for persons with disabilities and complies with the statutory implementations of same.

Accordingly, the University shall not discriminate against qualified individuals with disabilities in regard to application, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.


The University shall provide reasonable accommodations such as:

- 1) Facilities - PWD ramp and/or elevator;
- 2) Workplace safety and health – the Health and Safety Committee of the University has a plan to improve hazardous workplaces for the health and safety of employees with disabilities to prevent death, disease and injury;
- 3) An employee with disability may be allowed to modify work schedule as long as the final outcome is in line with expectations for other employees doing the same work.
If the disability is illness-related and accommodations require adaptations such as time for doctor’s appointment or periodic leave time, the employee should be open with his/her immediate superior from the start. It is important to agree on measures that will not make workers with disabilities seem too different from the rest of the staff
- 4) Provide counseling if necessary to attain a more meaningful and productive life
- 5) Monitoring the health condition of the employee with disability

Requesting for Special Accommodation

Individuals with any questions or requests for accommodation should contact the Human Resources Department. Once a request for an accommodation is received, Human Resources Department engages in the interactive process with the employee, the employee’s home department, the employee’s provider, and any other relevant and necessary parties until a determination can be reached upon whether a reasonable accommodation can be made for the employee.

Employees are required to cooperate fully with Human Resource Department and Health Services in the procurement of medical records so that University can fully comply with applicable laws. This means that the employees are required to supply Human Resources Department and Health Services with any and all records that the University lawfully requests as part of the interactive process and to execute any medical

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authorizations or release forms provided by the University. All medical information shall be maintained consistent with applicable privacy policies.

Safety Standards

All employees are required to comply with University safety standards. The University shall not undertake to accommodate any individual if that accommodation causes a direct threat to the safety of that individual or others in the workplace, including students and third party employees. Individuals who are currently using illegal drugs are excluded from coverage of this policy.

VI. REACTION PLAN

In case these guidelines on accommodating personnel with disabilities will not be violated or implemented, HRD shall call the attention of the concerned department or individual. The concerned departments/individuals shall be re-oriented about these guidelines.

VII. PERFORMANCE INDICATOR

These guidelines are being implemented and all employees are aware of these guidelines.

VIII. REPORTORIAL REQUIREMENTS

Report Title	Frequency of Update	Responsible Personnel
List of PWD Employees	As Needed	HRD

IX. REFERENCE DOCUMENTS

Document Code	Title
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REVISION HISTORY

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Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original issue.	May 26, 2021	MESY



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