

ADMINISTRATIVE DIRECTIVE

6.6 AMERICANS WITH DISABILITIES ACT OF 1990

A. GENERAL

Louisiana State University (LSU) Medical Center is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. LSU Medical Center policy prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, medical condition, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

LSU Medical Center is committed to complying with all applicable laws providing equal employment opportunities to all individuals. That commitment applies to all persons employed by LSU Medical Center and prohibits unlawful discrimination by all employees, including supervisors and co-workers.

B. ACCOMMODATION FOR PHYSICAL OR MENTAL LIMITATIONS

To comply with applicable laws insuring equal employment opportunities to qualified individuals with a disability, LSU Medical Center will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

- a. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Department of Human Resource Management and request such an accommodation,
- b. The individual with the disability should specify what accommodation he or she needs to perform the job. LSU Medical Center will identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job.
- c. LSU Medical Center will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, LSU Medical Center will make the accommodation.

C. DISCRIMINATION

If you believe you have been subjected to any form of unlawful discrimination, provide a written complaint to the Department of Human Resource Management within 180 days of the alleged discriminatory act. If the complaint relates to personnel of the Department of Human Resource Management, provide your complaint to the Vice Chancellor of Business and Reimbursements or to the Chancellor. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. LSU Medical Center will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

D. REMEDIAL ACTION

If LSU Medical Center determines that unlawful discrimination has occurred, effective remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to you and LSU Medical Center will take appropriate action to remedy any loss to you as a result of the discrimination. LSU Medical Center will not retaliate against you for filing a complaint and will not willingly permit retaliation by management employees or your co-workers.