

Disability and Reasonable Accommodation

It is the Institute's policy to comply fully with the Americans with Disabilities Act, the Rehabilitation Act, and other applicable federal and state laws to ensure equal opportunity for qualified persons with disabilities, including disabled veterans. The Institute does not discriminate based on physical or mental disability, and is committed to ensuring that there is no unlawful discrimination in any of its academic or employment programs, services, activities, or in terms and conditions of employment.

As required by law, the Institute will make reasonable accommodations to qualified individuals with known disabilities including student employees, faculty, postdoctoral scholars, staff, and job applicants, so that they can perform the essential functions of the job, unless doing so creates an undue hardship for the Institute. The Institute also will provide reasonable accommodations to employees with pregnancy-related conditions consistent with federal and state law.

The following individuals have been designated as contacts for disability related issues, and as coordinators under the Rehabilitation Act. Individuals who wish to request an accommodation should contact the appropriate Institute representative.

Undergraduate and Graduate Students:

Barbara Green, 626-395-6351
Associate Dean of Students

Faculty:

Stacey Scoville, 626-395-6320
Administrator to the Provost

Staff and Postdoctoral Scholars:

Campus
Tracey Saruwatari, 626-395-5740
Disability and Leave Manager

JPL
Arlene Cass, 818-354-9750
Human Resources Consultant

As part of the Institute's commitment to make reasonable accommodations, the Institute will participate in a timely, good faith, interactive process with the individual and the appropriate Institute representative to determine effective reasonable accommodations, if any, that can be made in response to a request for accommodation. The Institute has the right to request documentation of the individual's disability. By working together in good faith, the Institute will attempt to implement reasonable accommodations that are appropriate and consistent with its legal requirements.

After engaging in the interactive process and after the Institute has determined if a reasonable accommodation is available, an individual with a disability who disagrees with the Institute's determination may file an appeal. Appeal procedures may be obtained from the campus/JPL coordinators listed on the previous page.

Employees and applicants also may file a complaint with the U.S. Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, and the U.S. Department of Labor, Office of Federal Contract Compliance Programs, or the U.S. Department of Education, Office for Civil Rights. Students may file complaints with the U.S. Department of Education Office for Civil Rights at (415) 486-5555 (or ocr.sanfrancisco@ed.gov) or (800) 421-3481 (or OCR@ed.gov).

A handwritten signature in blue ink that reads "Thomas F. Rosenbaum". The signature is written in a cursive style and is positioned above a horizontal line.

Thomas F. Rosenbaum
President