California State University, Los Angeles

GUIDELINES FOR THE ASSISTIVE EQUIPMENT AUXILIARY ASSISTANCE FOR EMPLOYEES WITH DISABILITIES PROGRAM PURPOSE AND USE OF PROGRAM FUNDS

1. Program funds are intended to supplement department resources to purchase assistive devices or adaptive equipment for employees with disabilities.

2. Assistive devices and/or adaptive equipment purchased with program funds should be used to facilitate the performance of job-related activities only.

3. Funding requests should be for permanent employees. Individuals requesting funds must be in permanent positions with funding at least through the current fiscal year and the likelihood of being rehired the following year.

4. Funding requests should be for existing employees and not for projected employees. The primary exception to this rule is when a specific program or activity has been developed or is being developed for outreach and recruitment of disabled persons for available positions.

5. Program funds will not be provided to purchase equipment or devices for the personal use of employees; for example, walking canes, hearing aids and glasses.

6. Program funds will not be provided to cover costs associated with medical or mechanical engineering evaluations to determine appropriate accommodations for employees with disabilities.

7. Program funds will not be provided to purchase computers. The program only provides funding for adaptive computer components and software.

8. Program funds will not be provided to purchase any item considered to be standard office equipment such as chairs, desks and office machinery.

9. Program funds will not be provided to purchase any item costing $100 or less. These items should be acquired without the support of program funds.

10. Equipment supplies, maintenance work and rental fees will be the responsibility of the department receiving the funding award.

11. Funding for auxiliary assistance will be provided for a maximum of 48 weeks per year for a 12-month employee and 34 weeks per year for an academic year employee.

PROPERTY/OWNERSHIP OF EQUIPMENT

1. Although assistive equipment is usually purchased for the primary use of specific employees, the equipment will remain the property of the Disabled Employees/Auxiliary Aid Program, on loan and assigned to a particular employee.

2. In the event that an employee is promoted, transferred or assumes new job assignments or responsibilities on the campus, the equipment purchased on behalf of that employee may continue to be used by the employee as long as a need for the equipment remains.

REQUEST PROCEDURES

1. All requests for funding and accommodations must be submitted in person to the Office for Equity, Diversity and Inclusion (OEDI) (see address below). These requests will be reviewed and considered by the Equity, Diversity and Inclusion Director.

2. The Equity, Diversity and Inclusion Director:
   a. Meets with the requester to discuss the request (if needed).
   b. Decides whether the ADA Accommodation Task Force needs to be convened. If so he/she identifies who will serve on the Task Force.

3. The ADA Accommodations Task Force meets, gathers appropriate information and reaches decisions concerning (a) whether the individual qualifies for the accommodation, and (b) whether there is an accommodation that would be effective and not cause undue hardship,[1] and (c) which accommodation will be offered.

4. If an accommodation is not offered, or differs from the requested accommodation, the Equity, Diversity and Inclusion Director discusses the Task Force conclusions with the requester.

1-Before turning down an accommodation request based on undue hardship, the Director for Equity, Diversity and Inclusion will consult with an ADA expert or ADA legal counsel.