

# Americans with Disabilities Act Employment Rights and Responsibilities

## The employee has the right to:

- Access all university offerings, including courses, programs, services, activities, employment and facilities;
- Information reasonably available in accessible formats;
- An equal opportunity to employment;
- Receive reasonable accommodations, which may include auxiliary aids and services;
- Confidentiality of all information regarding his/her disability.

## The employee has the responsibility to:

- Contact the ADA Coordinator to request accommodations;
- Identify him/herself as an individual with disability when accommodations are needed;
- Document (from an appropriate licensed professional) the impact of the disability in the employment setting;
- Document (from an appropriate licensed professional) the impact of the disability in the employment setting;
- Follow university procedures for obtaining reasonable accommodations and/or auxiliary aids and services.

## George Mason University has the responsibility to:

- Provide information to individuals with disabilities in accessible formats when requested;
- Ensure that University offerings, when viewed in their entirety, are available and usable in the most integrated and appropriate setting;
- Ensure that University offerings, when viewed in their entirety, are available and usable in the most integrated and appropriate setting;
- Ensure that University offerings, when viewed in their entirety, are available and usable in the most integrated and appropriate setting;
- Maintain appropriate confidentiality of records and communications, and disclose only where permitted or required by law.

## George Mason University has the right to:

- Support established standards for all University courses, programs, services, activities, employment, and facilities and the evaluation of employees on this basis;

# Americans with Disabilities Act Employment Rights and Responsibilities

- Request and receive current documentation supporting requests for accommodation;
- Deny a request for accommodations if documentation demonstrates an unwarranted request or if appropriate documentation is not provided;
- Select among equally effective accommodations;
- Refuse an accommodation that compromises the essential functions of the job or poses an undue hardship. Only the ADA Coordinator can make the decision to refuse an accommodation.

## For more information

To learn more about your rights and responsibilities as an employee or a supervisor, to request a reasonable accommodation, or to file a complaint of discrimination, please contact:

Ruth J. Townsend, ADA Coordinator  
Office of Equity and Diversity Services  
D 105 Mason Hall MS 2C2  
Voice: (703) 993-8730  
TTY: (703) 993-8787  
[rtownse2@gmu.edu](mailto:rtownse2@gmu.edu)

This document can be made available in alternative formats such as Braille, large print, or audiotape upon request to the Office of Equity and Diversity Services at the numbers above.