



Board Procedure 400.4: ADA and Reasonable Accommodation

Personnel

Iowa Valley Community College District is committed to ensuring equal employment opportunities for qualified persons with disabilities. The District will provide, within reason, appropriate resources, services and auxiliary aids to allow each qualified person with a documented disability equitable access to educational programs, social experiences and career opportunities.

Service animals are allowed on District properties to assist individuals who have a disability, as defined by the Americans with Disabilities Act (ADA).

Iowa Valley Community College District will provide reasonable accommodations, as long as these accommodations do not pose an undue hardship, to employees and applicants in accordance with federal, state and local laws; including the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Amendments of 2008 and 2010.

Service animals are permitted to accompany a person with a disability on District property for District activities, services and programs. For an individual to use a service animal the individual must have a disability as defined by the ADA that requires the use of a service animal and the accompanying animal must be trained to do specific tasks for the qualified individual.

The service animal must have current health records. The District reserves the right to ask for proof of current vaccinations. The animal must be well groomed and must have good hygiene. The District is not responsible for the care or supervision of a service animal. This includes food, water and picking up waste produced by the service animal.

The service animal must be under the control of its handler. A service animal shall have a harness, leash or other tether unless the handler is unable due to the disability to use those devices or the use of the devices would interfere with the service animal's safe, effective performance of work or tasks. In this case, the service animal must be otherwise under the handler's control by voice control, signals or other effective means.

Areas off Limits to Service Animals

Certain areas may be contaminated by animal hair or dander or may be harmful to animals. Service animals are prohibited from the following areas, unless prior approval has been obtained:

- Kitchen and food-preparation areas
- Mechanical rooms
- Custodial closets
- Classrooms where sharp metal cuttings or other sharp objects may be on the floor, hot materials are on the floor, or if the area contains a high level of dust.

The District is not responsible for the care or supervision of a service animal. If a service animal's behavior fundamentally alters the District's programs, activities and services; poses a direct threat to the health and safety of others; or displays threatening behavior toward others, the District may ask that the service animal be removed.

To request an accommodation, employees should complete the Accommodation Request Form and submit to Human Resources, along with documentation from their healthcare provider. The form can be found on the employee intranet, Human Resources folder.

Date of Review: None

Date of Revision: None

Date of Adoption: May 14, 2025

Legal Reference

Americans with Disabilities Act

Related Administrative Rules and Regulations

None

Revision History

None

Formerly Board Procedure 401B; Board Policy 401