

**SOUTHERN METHODIST UNIVERSITY  
POLICIES AND PROCEDURES**

**EEO/INSTITUTIONAL ACCESS AND EQUITY**

**POLICY NUMBER: 2.3**

REVISED AS OF: August 12, 2004

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**EMPLOYMENT OF PERSONS WITH DISABILITIES**

It is the policy of the University that it will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified and is capable of performing the essential job functions, with or without reasonable accommodation. The University agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, and benefits.

The University affirms that, if a disabled individual files a complaint with the University that it is not complying with the requirements of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, an investigation will be conducted by the Office of Institutional Access and Equity, and appropriate action consistent with the requirements of the law will be taken. The University will maintain on file, for three years, records regarding the complaint and the action taken.

The University further affirms that, if a disabled individual files a complaint with the Equal Employment Opportunity Commission that the University has not complied with the requirements of the Act, the University will cooperate with the Commission in its investigation of the complaint, and will provide all pertinent information regarding employment practices with respect to persons with disabilities.