



## DISABILITY ACCOMMODATIONS

Accommodations for employees with a disability can be obtained by requesting assistance from the Office of Compliance, Equal Opportunity and Affirmative Action. The Americans With Disabilities Act/ADA Amendments Act of 2008 (ADAAA) Sections 503 and 504 of the Rehabilitation Act; Ohio Revised Code, Chapter 4112; and Kent State University Policy 3342-5-16 prohibit unlawful discrimination against individuals with disabilities. Our office will engage in an interactive process with the employee and the department to put in place reasonable disability accommodations. To request an accommodation, please begin the process by calling our department at 330-672-2038.

## PLANNING A UNIVERSITY-SPONSORED EVENT?

Policy 5-12.401 provides the requirements for administrative offices and instructional units of the university in planning events that consider the accessibility of participants, including those with disabilities, in accordance with the university's duties under disability laws.

Offices/units are responsible for ensuring that any events they sponsor are accessible to those individuals with disabilities that need and request a reasonable accommodation. The event coordinator must solicit, review and respond to requests for accommodations in the manner described below. It is the responsibility of the administrative office or instructional unit sponsoring the event to ensure that the event is held in compliance with the policy. Event coordinators and planners must consult the Section 504/Title II coordinator in the Office of Compliance, EOAA, prior to denying any accommodation request.



## CONTACT US

Office of Compliance, Equal Opportunity and Affirmative Action

Human Resources – Heer Hall  
635 Loop Road

Kent State University  
PO Box 5190

Kent, OH 44242-0001

Phone: 330-672-2038

Fax: 330-672-3040

Email: AA\_EEO@KENT.EDU

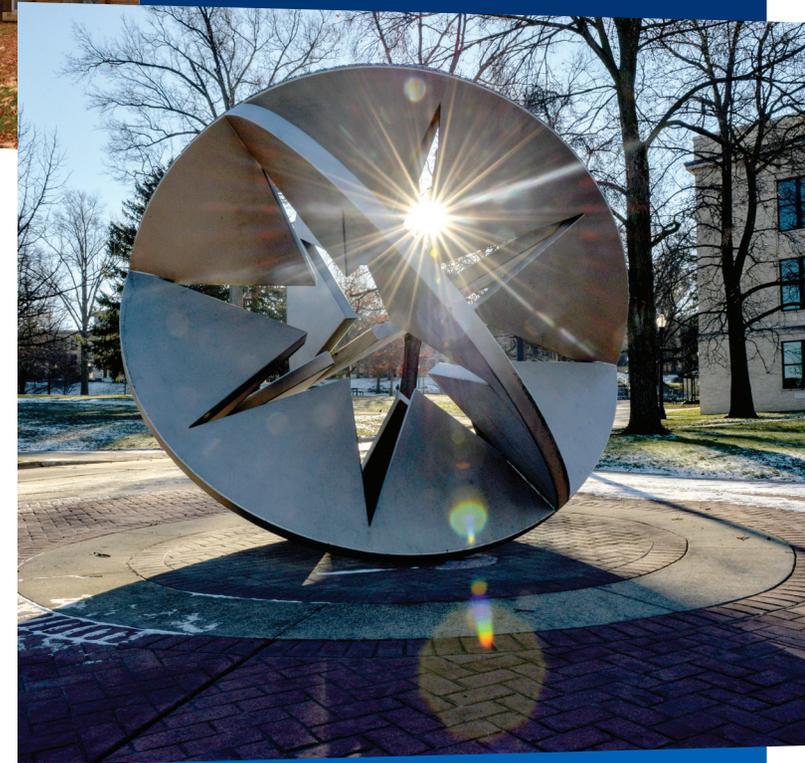
Web: WWW.KENT.EDU/HR/COMPLIANCE-EOAA

## ADDITIONAL RESOURCES:

- Employee / Labor Relations: 330-672-4636
- Dean of Students: 330-672-8003
- Student Ombuds: 330-672-9494
- Office of Sexual and Relationship Violence Support Services: 330-672-8016
- Office of Student Conduct: 330-672-4054
- Office of Student Accessibility Services : 330-672-3391 (campus assistance for disability accommodations for students)
- Kent State University Police Services  
Emergency: 911  
Nonemergency: 330-672-2212
- Office of Gender Equity - Title IX Office: 330-672-7535

KENT STATE UNIVERSITY, KENT STATE AND KSU ARE REGISTERED TRADEMARKS AND MAY NOT BE USED WITHOUT PERMISSION. KENT STATE UNIVERSITY, AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, IS COMMITTED TO ATTAINING EXCELLENCE THROUGH THE RECRUITMENT AND RETENTION OF A DIVERSE WORK FORCE.  
220274

# OFFICE OF COMPLIANCE, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION



**KENT STATE**  
UNIVERSITY

**Division of  
Human Resources**

## MISSION STATEMENT

The mission of the Office of Compliance, Equal Opportunity and Affirmative Action is to ensure equal access to employment and educational opportunities in support of the university's commitment to equal opportunity, affirmative action and diversity.

## SERVICES WE PROVIDE

- Compliance oversight and support related to unlawful discrimination and harassment.
- Information, consultation and guidance to the Kent State community on affirmative action, equal opportunity, harassment prevention, discrimination and disability matters for faculty, staff, students or visitors.
- Training and workshops for students, faculty and staff.
- Investigation of alleged incidents that are reported in an appropriate and timely manner.
- Administration of accommodations for faculty, staff and visitors to campus.

## DISCRIMINATION AND HARASSMENT

The university encourages an atmosphere in which the diversity of its members is recognized and appreciated, free of unlawful discrimination and harassment.

## WHAT IS UNLAWFUL DISCRIMINATION

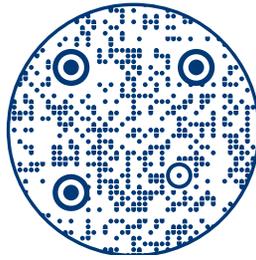
Kent State University has established a set core of expectations and guidelines for maintaining an educational and employment environment free of unlawful discrimination and harassment. University Policy 3342-5-16 and 3342-5-16.1, as well as state and federal law, prohibit unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Unlawful discrimination is defined as an intentional or unintentional act that adversely treats or impacts an individual in a protected category in employment, or in academic or nonacademic decision making based on the protected category. Harassment directed toward an individual or a group based on any of these categories is a form of unlawful discrimination.

## WHAT IS RETALIATION?

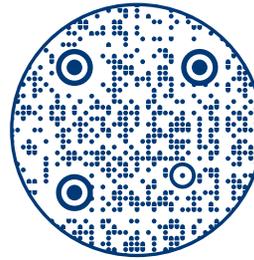
Policy 5-16.1 states that retaliatory action is any materially adverse action taken against a person because they, or someone they are associated with, engaged in an activity protected by this policy. Protected activity includes: (1) filing a good faith report or complaint of discrimination under this rule or under the law; (2) participating in the process for complaints of discrimination made under this rule or the law; (3) complaining of or opposing discrimination as defined by the rule. A materially adverse action is one that might deter a reasonable person from participating in a protected activity. Retaliation may include but is not limited to termination, discipline and harassment, but does not include petty slights, minor annoyances or trivial punishment.

## “WHAT SHOULD I DO IF I WANT TO REPORT OR FILE A COMPLAINT OF DISCRIMINATION AND HARASSMENT?”

All reports or complaints of unlawful discrimination and harassment should be reported to the Office of Compliance, Equal Opportunity and Affirmative Action. Additionally, faculty, staff, students and visitors to campus needing information or guidance on how to report or file a complaint regarding a specific area or department may contact the Office of Compliance, EOAA or contact the Affirmative Action facilitator for that area, college or regional campus.



[WWW.KENT.EDU/  
FILEREPORT](http://WWW.KENT.EDU/FILEREPORT)



[WWW.KENT.EDU/  
AAFACILITATORS](http://WWW.KENT.EDU/AAFACILITATORS)



## Division of Human Resources

Office of Compliance,  
Equal Opportunity  
and Affirmative Action

**PROMOTING  
AFFIRMATIVE  
ACTION**

**ADMINISTERING  
DISABILITY  
ACCOMMODATIONS**

**INVESTIGATING  
UNLAWFUL  
DISCRIMINATION  
AND HARASSMENT**

Ashtabula, East Liverpool,  
Geauga, Kent, Salem, Stark,  
Trumbull and Tuscarawas