

**PROCEDURE FOR EMPLOYEE REQUEST OF REASONABLE  
ACCOMMODATION****Introduction**

San Juan Bautista School of Medicine (SJBSM or the Institution) is committed to ensuring that all employees have equal opportunity to participate in our programs and services. SJBSM does not discriminate in admissions or access to, or treatment or employment in any program or activity on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color.

This policy identifies the rights and responsibilities of employees seeking an adjustment, auxiliary aid or service, or other reasonable accommodation under Section 504 of the rehabilitation Act and the Americans with Disabilities Act (ADA) in connection with their employment.

Mrs. Ilsa Centeno serves as the Human Resource Liaison and is responsible for reviewing and approving employee requests for accommodation. The Human Resources Liaison may be reached at 1 (787) 743-3038 Ext, 275 during regular business hours Monday to Friday between 8:00 am to 5:00 pm, and via email at [icenteno@sanjuanbautista.edu](mailto:icenteno@sanjuanbautista.edu)

Inquiries regarding the application of this policy may be referred to the Human Resource Liaison, the US. Department of Labor, the U.S Equal Employment Opportunity Commission (EEOC) at 1-800-669-4000, the US Department of Education Office for Civil Rights at 1-800-421-3481, or Office of Civil Rights at [ocr@ed.gov](mailto:ocr@ed.gov)

**Definitions**

All qualified employees with a disability are eligible for a reasonable accommodation. A qualified employee with a disability refers to an individual with a physical or mental impairment that substantially limits one or more major life activities, who has a record of such an impairment, or is regarded as having such an impairment. A physical or mental impairment may include, but is not limited to, any physiological disorder or condition or any mental or psychological disorder such as an intellectual disability, emotional or mental illness, or specific learning disabilities.

Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

### **Submitting a Request and Documentation**

Qualified employees and prospective employees who need to obtain an accommodation, auxiliary aid or service, must submit a request to the Human Resource Liaison to initiate the determination process. SJSM does not make any inquiries of job applicants regarding the existence, nature or severity of disabilities prior to extending an offer of employment. The Human Resource Liaison is responsible for reviewing and approving or denying all requests for accommodations or adjustments.

Application forms are available on the SJBSM website and will be distributed to new employees during orientation. Employees must also request a meeting with the Human Resource Liaison to review the application requirements and procedures. Employees are strongly encouraged to submit their request as soon as possible after being hired to allow sufficient time for review and approval.

All requests must be submitted in writing and must be accompanied by documentation to verify the disability. Failure to submit supporting documentation will not only delay the review process but may also result in denial. The type of documentation necessary will vary by the employee and the disability. Appropriate documentation includes, but is not limited to, detailed and current medical history documentation from an appropriate licensed professional indicating a diagnosis and describing the nature and severity of the impairment and a description of the employees' limitations or previous modifications or adjustments received by the employee. SJBSM may request additional documentation and may consult with medical professionals to review the assessment and recommended accommodation. The documentation must substantiate that the employee is limited in one or more major life activities because of his or her disability.

Accommodations are determined on a case-by-case basis by the Human Resource Liaison after taking into account all evidence, including the needs and requests of the employee, the supporting documentation, and the fundamental requirements of the program. The school will make every effort to provide reasonable accommodation, but it is not required to provide any aid or service or make a modification that results in a fundamental alteration.

Once a determination is made, the Human Liaison resource will issue a written determination to the employee outlining the accommodations granted, or the basis for denying the employee's request. Employees who are not satisfied with the accommodations granted by the Human Liaison resource may request a

meeting with the Dean for Human resources, or submit an Appeal using the following steps:

1. The Appeal must be addressed to the Dean of Human Resources:

Dean for Human Resources  
Carlos F. Abreu  
Luis A. Ferre Highway, Exit 21  
Road 172 Urb Turabo Gardens  
Caguas, Puerto Rico 00725  
Te. (787) 743-3038 Ext. 226, 227  
[cabreu@sanjuanbautista.edu](mailto:cabreu@sanjuanbautista.edu)

2. It must be filed in writing within five (5) calendar days after the receipt of the determination. A delay may be grounds for rejection of the Appeal. The Appeal should state the remedy sought by the appealing party. The Appeal will be reviewed in an impartial manner by the Dean of Human Resources, who will consult with other administrators as necessary.
3. SJBSM will make every effort to evaluate the appeal within 30 calendar days after receiving the written request.
4. If the employees concern remains unsolved and/or the employee believes he or she is being denied equal access in the form of appropriate accommodations or has otherwise been discriminated against, the employee may file a grievance using the School's Harassment and Discrimination Grievance Policy.

### **Implementation of Accommodations**

Once an accommodation is granted, the Human Resource Liaison will work with the necessary School personnel to implement the accommodation or adjustment or provide the aid or service. If an employee believes he or she is not receiving the accommodations for which he was approved, the School encourages the employee to contact the Human Resource Liaison immediately to resolve the issue. The Human Resource Liaison will investigate and take any necessary steps to ensure the employee receives the approved accommodations. If the employee's concern remains unresolved and/or the employee believes he or she is being denied equal access in the form of appropriate accommodations or has otherwise been discriminated against the employee may file a grievance using the School's Harassment and Discrimination Grievance Policy.

### **Confidentiality**

The School treats all requests for accommodation and supporting documentation as confidential, consistent with Puerto Rico and federal law. Information about

approved accommodations will only be disclosed to School personnel necessary to implement the accommodation, which is determined by the Human Resource Liaison on a case-by-case basis.

San Juan Bautista School of medicine does not discriminate in admission or access to, or treatment or employment in, any program or activity on the basis of age, cred, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color.

The nondiscrimination policy and all other policies regarding programs and activities are established and managed in compliance with the Commonwealth of Puerto Rico laws as well as all federal civil rights laws, including Title IX of the Education Amendments Act of 1972, and with Section 504 of the rehabilitation Act of 1093, as amended, and other regulations prohibiting practices or policies in admissions, education programs, or employment that are in any way discriminatory on the basis of sex and disability, respectively.

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

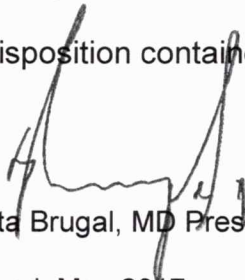
Human Resource Liaison:  
Ilsa Centeno, MRC  
Counselor  
Luis A. Ferre Highway, Exit 21  
Carr. 12 Urb Turabo Gardens  
Caguas, PR 00726  
Tel. 1-787-743-3038 ext. 275  
Email: [icenteno@sanjuanbautista.edu](mailto:icenteno@sanjuanbautista.edu)

General School Policies/Regulations:  
Yolanda Miranda, Psy.D.  
Associate Dean Student Affairs  
Luis A. Ferre Highway, Exit 21  
Carr. 12 Urb Turabo Gardens  
Caguas, PR 00726  
Tel. 1-787-743-3038 ext. 256  
Email: [ymiranda@sanjuanbautista.edu](mailto:ymiranda@sanjuanbautista.edu)

For further information regarding the nondiscrimination policy or the employee's rights under this policy please contact the US. Department of Labor, the U.S Equal Employment Opportunity Commission (EEOC) at 1-800-669-4000, the US Department of Education Office for Civil Rights at 1-800-421-3481, or the Office of Civil Rights at 1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)

### **Effectivity**

The disposition contained in this Executive Order will be effective immediately.



Yocasta Brugal, MD President / Dean

Approved: May 2017  
Revised: March 2016  
June, 2018