Policy on Reasonable Accommodation

I. Purpose and Scope

Northeastern University (the “university”) recognizes that individuals may be entitled to reasonable accommodation in respect of a legally protected characteristic to participate in employment. The purpose of this policy is to meet requirements of applicable human rights legislation and to provide employees and applicants with reasonable accommodations as required by law.

This policy applies to qualified applicants and employees with a protected characteristic.

II. Definitions

For the purposes of this policy:

Protected characteristic means any characteristic protected by applicable human rights legislation, including but not limited to age, sex, sexual orientation, race, color, religion, ethnic origin, citizenship, family status, record of offenses, ancestry or place of origin, disability and marital status.

Definitions of reasonable accommodation, undue hardship and other definitions and legal standards pursuant to applicable human rights law will apply.

III. Policy

The university is committed to providing equal access to employment opportunities for qualified persons with protected characteristics.
Upon request for an accommodation, the university will provide a reasonable accommodation to any otherwise qualified applicant or employee with a protected characteristic so long as such accommodation does not create an undue hardship on the university, as defined by law.

The university provides reasonable accommodations:

- when an applicant with a protected characteristic needs an accommodation in order to be considered for a job;
- when an otherwise qualified employee with a protected characteristic needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace, and
- when an employee with a protected characteristic needs an accommodation to access the benefits and privileges of employment.

The university will process requests for reasonable accommodation and provide reasonable accommodations in a prompt, fair and efficient manner.

IV. Additional Information

An applicant for employment may request a reasonable accommodation orally or in writing from the university employee with whom the applicant has contact in connection with the application process or through Human Resource Management (“HRM”).

An employee (faculty or staff) may request a reasonable accommodation orally or in writing from his/her supervisor, HRM.

Oral requests for accommodations should be reduced to writing.

Under certain circumstances, as allowed or required by applicable law, an employee or applicant may be required to provide documentation to support a request for a reasonable accommodation.

If an individual feels that he or she has been unfairly denied a reasonable accommodation, the individual may file a complaint with the Office for University Equity and Compliance (OUEC). In addition, a complaint may be filed with either of the agencies listed below. Filing a complaint with OUEC does not prohibit an individual from filing a complaint with these agencies:
V. Contact Information

Human Resources Management (617) 373-2230

Office for University Equity and Compliance (617) 373-4644