

UNIVERSITY of MASSACHUSETTS LOWELL  
**Americans with Disabilities Act (ADA) Guidelines**  
**(Covered Individuals with Disabilities)**

The University of Massachusetts Lowell (UMass Lowell) is firmly committed, to the extent possible, to providing full access and equal employment and educational opportunities for qualified persons with disabilities. UMass Lowell takes affirmative action to employ and advance qualified individuals with disabilities at all levels. The University further ensures that all personnel actions, including recruitment, hiring, promotion, and training, are administered without regard to disability. UMass Lowell's contractors are also prohibited from discriminating against individuals on the basis of disability, and are required to take affirmative action to employ and advance in employment qualified individuals with disabilities.

A disabled individual is defined under the law as any person who (1) has a physical or mental impairment or medical condition which substantially limits one or more of such person's major life activities, (2) has a record of such impairment, or (3) is regarded as having such impairment. Under the American with Disabilities Act (ADA) it is also unlawful to discriminate against an individual, whether disabled or not, because of a relationship or association with an individual with a known disability. In both working and learning environments, it is critical that faculty, administrators, and supervisors do not assume that any students, staff, or colleagues are persons with disabilities.

To help UMass Lowell measure the effectiveness of our outreach and hiring of individuals with disabilities, and in compliance with 41 CFR 60-741, in the Fall of 2014 we will be asking employees and applicants for employment to inform us if they have or ever had a disability. Providing this information is voluntary, but we hope that employees and applicants will chose to provide it. Employees and applicants will not be asked to specify the nature of the disability unless they wish to request an accommodation. We are also required to ask our employees to voluntarily update their information every five years.

Such information will not be used against employees or applicants in any way, nor will the decision to not provide such information be so used. Disability or medical information as well as information regarding accommodations will not be used in a manner inconsistent with the regulations and laws below, and will be kept confidential, except as necessary as follows: (1) supervisors and administrators may be informed regarding necessary accommodations, and (2) first aid personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment.

UMass Lowell employees and students who require a reasonable accommodation including workplace supports or proper placement due to a disability must contact:

University of Massachusetts Lowell  
Equal Opportunity & Outreach  
Wannalancit, 3<sup>rd</sup> Floor  
600 Suffolk Street, Lowell, MA 01854  
978-934-3566

Applicants for employment may also request accommodations to be in place during the application and interview processes.

Students who wish to request an academic accommodation should contact the Office of Student Disability Services at 978-934-4574.

Retaliation on the basis of disability is prohibited. Retaliation includes harassment, intimidation, threats, coercion or discrimination because of requesting a reasonable accommodation, filing a complaint; assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of Section 503 or any other law requiring affirmative action for disabled persons; opposing any act or practice in violation of this policy or exercising any other right protected by section 503 or 41 CFR 60-741.

UMass Lowell's obligations regarding persons with disabilities arise under Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended in 1974), the Americans with Disabilities Act of 1990 (as Amended in 2008), 41 CFR 60-741, and the Massachusetts anti-discrimination law, MGL 151B.

The Director of Equal Opportunity and Outreach is responsible for implementation of the affirmative action program. UMass Lowell's Affirmative Action Plan is available for inspection from 9:00 to 4:00 weekdays in Equal Opportunity & Outreach, Wannalancit, 3<sup>rd</sup> Floor, 600 Suffolk Street, Lowell, MA 01854. Additional information is also available at [www.uml.edu/equal/workplace\\_issues/disability.html](http://www.uml.edu/equal/workplace_issues/disability.html).

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