

## **Disability and Reasonable Accommodation**

### **1.0 Policy**

It is Caltech's policy to comply fully with the Americans with Disabilities Act (ADA), the Rehabilitation Act, the Pregnant Workers Fair Act, and other applicable federal and state laws to ensure equal opportunity for otherwise qualified individuals with disabilities, including disabled veterans, as well as known limitations related to pregnancy, childbirth, or related medical conditions (pregnancy related conditions). Caltech does not discriminate based on physical or mental disabilities or pregnancy and is committed to ensuring that there is no unlawful discrimination or harassment in any of its academic or employment programs, services, activities, or in any terms and conditions of employment.

As required by law, Caltech will make reasonable accommodations to otherwise qualified individuals with known disabilities, including students, faculty, postdoctoral scholars, staff, volunteers, interns, and job applicants, to ensure equal employment opportunities and equal access to Caltech educational programs, services, activities, and facilities unless doing so would constitute an undue hardship or a fundamental alteration. Caltech also will provide reasonable accommodations to employees with pregnancy-related conditions consistent with federal and state law.

Caltech also, as appropriate, will conduct a fair, timely, and thorough investigation into complaints within the scope of this policy to determine what occurred and take reasonable steps to remedy the effects of any discrimination and prevent recurrence of the behavior. Caltech provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. Caltech takes appropriate action, including disciplinary measures, when warranted.

### **2.0 ADA Coordinators**

The following individuals have been designated to coordinate Caltech's efforts to comply with and carry out its responsibilities under applicable disability laws and Caltech policy (ADA coordinators). Individuals who believe they have been discriminated against based on their disability or who wish to request an accommodation should contact the appropriate Caltech ADA coordinator.

ADA Coordinator for Undergraduate and Graduate Students:

Sean Cutting, (626) 395-2961  
Accessibility Services Specialist

ADA Coordinator for Faculty:

Stacey Scoville, (626) 395-6320

Administrator, Office of the Provost

ADA Coordinators for Staff, Postdoctoral Scholars, Volunteers, and Interns at Campus:

Ofelia Velazquez-Perez, (626) 395-3819

Director, Employee and Organizational Development

Taynora Lee, (626) 395-5740

Associate Director, Disability and Leave Administration

ADA Coordinators for Employees, Volunteers, and Interns at JPL:

Cynthia Ordonez, (818) 354-3595

Human Resources Representative

Xochipilli Castro, (818) 354-3513

Human Resources Representative

Leslie Hernandez, (626) 630-2151

Human Resources Manager, Leaves and Accommodations

### **3.0 Reasonable Accommodations**

Caltech will provide reasonable accommodations that are appropriate and consistent with legal requirements. In evaluating requests for accommodations, Caltech will engage in a timely and good-faith interactive process with the requesting individual to determine what, if any, accommodations should be provided. Caltech has the right to request documentation supporting an accommodation request, including documentation of the disability when the disability or the need for accommodation is not obvious.

### **4.0 Right to File a Grievance**

An individual who believes they have been the subject of disability discrimination may file a grievance. In addition, after engaging in the interactive process and after Caltech has determined whether a reasonable accommodation is available, an individual requesting an accommodation who disagrees with the decision may file a grievance under the [Disability and Reasonable Accommodation Grievance Procedures](#).

### **5.0 Right to File Complaint with Outside Agency**

Employees and applicants may also file a complaint with the U.S. Equal Employment Opportunity Commission, the California Civil Rights Department, and the U.S. Department of Labor, Office of Federal Contract Compliance Programs, or the U.S. Department of Education,

Office for Civil Rights. Students may file complaints with the U.S. Department of Education Office for Civil Rights at (415) 486-5555 (or [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)) or (800) 421-3481 (or [OCR@ed.gov](mailto:OCR@ed.gov)). Complaints may also be directed to the Bureau for Private Postsecondary Education at <https://bppe.ca.gov/>.

Related Policies and Procedures:

- [Nondiscrimination and Equal Employment Opportunity Policy](#)
- [Unlawful Harassment and Abusive Conduct Policy](#)
- [Procedures for Complaints of Unlawful Discrimination, Harassment and Retaliation](#)
- [Disability and Reasonable Accommodation Grievance Procedures](#)