

Policy on Accommodations for Persons with Disabilities
Susquehanna Conference United Methodist Church
Board of Ordained Ministry

Upon written submission by the applicant, the Susquehanna Conference Board of Ordained Ministry will review requests for reasonable accommodations for a qualified applicant with a disability. A qualified applicant is a person who otherwise meets legitimate skill, experience, education or other requirements of the Board of Ordained Ministry. Accommodations may be needed to assure that the application and interview processes measure the actual ability of the applicant rather than reflect limitations caused by the disability.

The applicant requesting an accommodation must provide professional diagnostic evidence of the disability when making application for accommodation. A reasonable accommodation is any modification or adjustment to the application and interview processes that will enable a qualified applicant with a disability to participate in the application and interview process. Such reasonable accommodations may include, but are not limited to, assuring accessibility to the interview site(s), providing qualified readers or interpreters, or appropriately modifying the examination processes. No accommodations will be made that lowers quality or quantity standards.

The decision regarding appropriate accommodation will be based on the particular facts of each case. In the necessary accommodation(s) to provide, the principal test will be whether the accommodation(s) will allow applicant opportunity to achieve the same level of performance and to enjoy benefits equal to those of an average applicant with no disability. The Board is not obligated to provide accommodation if it is not requested by the applicant by the following dates:

1. For accommodation in submitting written papers, worship videos or other requirements of the Board requests for accommodation must be received by September 15.
2. For accommodation in the interview process, requests for accommodation must be made by January 15.

When a request for accommodation is made, the Chair of the Board will appoint a person or committee to review the needs and work with the applicant on the specific recommendations. Consultation with professionals and GBHEM will be made as needed. The Executive Committee will review and approve the recommended accommodations. The secretary of the Board will communicate the final decision regarding the approval, disapproval or modification of the requested accommodation(s) to the applicant. ADA requirements for accommodations will be utilized as guidelines in approving requests for accommodations. All actions taken by the Executive Committee will be reviewed by the full Board at the first meeting after such action is taken.