

EvCC3020: DISABILITY ACCOMMODATION POLICY

Original Date: May 21, 2013

Revised Date: September 16, 2025

Administrator Contact: Director of Equal Opportunity and Title IX Programs / ADA Coordinator

Purpose

Everett Community College (EvCC) is committed to providing equal access and opportunity for people with disabilities. This policy ensures compliance with the Washington State Human Rights Commission's law against discrimination (RCW 49.60), Title II of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and other federal and state requirements. No qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any College programs, services, programs, or activities at Everett Community College. This policy applies to all College employees, students, visitors, and members of the public.

The Director of Equal Opportunity and Title IX Programs is the college's ADA/504 Coordinator, responsible for general compliance around disability access for the institution. This policy and its associated procedures provide that persons with disabilities have the right to request and receive reasonable accommodation to participate in the institution's programs and activities, including employment opportunities. Individuals with disabilities shall be permitted to be accompanied by their service animal, or a service animal in training, in all areas of college facilities where members of the public, participants in programs or activities, or invitees, as relevant, are allowed to go, without the need to request a reasonable accommodation.

Definitions

- **Disability¹**: under WA state law (RCW 49.60 and WAC 162-22), means the presence of a sensory, mental, or physical impairment (whether temporary or permanent) that:
 1. Is medically cognizable or diagnosable; or
 2. Exists as a record or history; or
 3. Is perceived to exist whether or not it exists in fact.
 4. To qualify for reasonable accommodation in employment, an impairment must be known or shown through an interactive process to exist in fact, and:
 - i. the impairment must have a substantially limiting effect upon the individual's ability to perform their essential job functions, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment; or
 - ii. the employee must have put the employer on notice of the existence of an impairment, and medical documentation must establish a reasonable likelihood that engaging in essential job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect.
- **Reasonable Accommodation**: modifications or adjustments to a job, work environment, learning environment, policies, practices, and/or procedures that enable qualified individuals with a disability to enjoy equal opportunity. With respect to students, reasonable accommodations include reasonable academic modifications.
- **Impairment**: any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; or any mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- **Substantially Limiting**: inability to perform an activity that the average person in the general population can perform, or being significantly restricted as to the condition, manner or duration under which the person can perform a particular activity as compared to the condition, manner, or duration under which an average person in the general population can perform.

¹ Federal definitions under ADA and Section 504 define disability as: a physical or mental impairment which substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

Requests for Reasonable Accommodation

EvCC3020P: Disability Accommodation Procedures outlines the applicable processes to be followed by an individual who is seeking or requesting reasonable accommodation due to a disability to participate in college programs or activities, including employment.

Administrative Authority

- The Director of the Center for Disability Services has administrative authority over accommodations for students.
- The appropriate Human Resources Director of a particular employee type has administrative authority over accommodations for employees or job applicants.
- The Director of Campus Safety and Security has administrative authority over the removal of individuals or animals from campus facilities.
- The Director of Equal Opportunity and Title IX Programs, who is the college's ADA/504 Coordinator, has administrative authority over general college compliance with federal and state nondiscrimination laws, as well as college policies and procedures related to nondiscrimination of individuals with a disability, or other protected class characteristics.

Complaint Reporting

Students can refer to the Student Affairs Grievance Procedures in the Student Rights and Responsibilities handbook if they have concerns about being unfairly treated in matters related to student services, policies, procedures, or expectations. Employees should consult with their supervisor or the appropriate Human Resources Director if they have concerns about being reasonably accommodated for a disability.

Any community member, student, or employee who feels they have been subjected to discrimination should refer to Everett Community College's Nondiscrimination Policy and Grievance Procedures, which can be found on the [Equal Opportunity and Title IX Policies and Procedures webpage](#)². To make a report regarding conduct that may constitute discrimination based on a protected class, such as disability, please refer to the [Report Now link](#)³ on that webpage. In the event that an incident involves alleged misconduct by the Director of Equal Opportunity and Title IX Programs, reports should be made directly to the Vice President of Human Resources and Compliance.

Inquiries and complaints regarding Protected Class Discrimination and compliance can be submitted to the Director of Equal Opportunity and Title IX Programs using the following contact options:

- Equal Opportunity Director: EqualOpportunity@everettcc.edu
- ADA Coordinator: ADACoordinator@everettcc.edu
- Title IX Coordinator: TitleIXCoordinator@everettcc.edu
- By Phone: 425-388-9271
- In-Person Location: Olympus Hall Suite 111, 2000 Tower St. Everett, WA 98201

Individuals experiencing discrimination also have the right to file a formal grievance with the appropriate government authority:

Washington State Human Rights Commission

Olympia Headquarters
711 S. Capitol Way, Suite 402
Olympia, WA 98501
Email: frontdesk@hum.wa.gov
Telephone: (800) 233-3247

U.S. Department of Education

Office for Civil Rights - Seattle Office
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Email: OCR.Seattle@ed.gov
Telephone: 206-607-1600

² <https://www.everettcc.edu/EqualOpportunity>

³ <https://www.everettcc.edu/Report>

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, NW

Educational Opportunities Section, PHB

Washington, D.C. 20530-0001

Email: USAWAW.Civil-Rights@usdoj.gov

Telephone: (202) 514-3847 or 1-855-856-1247

U.S. Equal Employment Opportunity Commission

Federal Office Building - Seattle Field Office

909 First Avenue, Suite 400

Seattle, WA 98104-1061

Email: seattleonlineinquiry@eeoc.gov

Telephone: 1-800-669-4000

Relevant Laws and Other Related Information

[Section 504 of the Rehabilitation Act of 1973](#)

[Americans with Disabilities Act of 1990](#)

[Americans with Disabilities Act Title II](#)

[Fair Housing Act](#)

[RCW Chapter 49.60 Washington State Law Against Discrimination](#)

[RCW Chapter 70.84 White Cane Law](#)

[WAC Title 162 Human Rights Commission](#)

[EvCC3093: Protected Class Nondiscrimination Policy](#)

[EvCC3020P: Disability Accommodation Procedures](#)

[EvCC5075: Animals on Campus Policy](#)

Revision History

Original Date: May 21, 2013

Revised: September 16, 2025

Approved By

Board of Trustees