



# Workplace Accommodation Policy

Pace University is committed to diversity, inclusion, and supports the employment of qualified individuals with disabilities in its workforce. To support this commitment, the University uses an interactive process to assist individuals with requesting workplace accommodations. For more information, please contact the Office of Disability Services at [ods@pace.edu](mailto:ods@pace.edu) or call 212-875-7900.

impose an undue hardship, or if the person requesting the accommodation poses a direct threat to the safety of self or to others. Please refer to the Definitions section.

## What makes a workplace accommodation

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completed [Workplace Accommodation Request Form](#)

Step 2 Once the Reasonable Workplace Accommodation Request Form is submitted, the designated campus Employee/Labor Relations and Engagement Representative will evaluate the information and submit an E-

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Employee/Labor Relations and Engagement Department representative within five (5) business days from  
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Step 3 After the accommodation request is entered into

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# Complaint Procedure

Nothing in this policy should be construed to impede or prohibit the timely filing of a discrimination complaint with an external government agency. This policy and procedure also do not prohibit the timely filing of an internal discrimination complaint with the Office of Institutional Equity and Title IX Compliance.

An individual who believes they has been discriminated against on the basis of a

