



Americans with Disabilities Act Policy

Bentley is committed to providing equal employment opportunities to qualified individuals with disabilities. Bentley does not discriminate against qualified individuals with disabilities in any aspect of employment, including application procedures, hiring, advancement, discharge, compensation, training, or other processes, conditions, and privileges of employment. The ADA defines a “qualified individual with a disability” as an individual with a disability who can, with or without reasonable accommodation, perform the essential functions of the job that such individual holds or desires. This policy applies to all faculty and staff employees.

Reasonable Accommodations

Bentley will provide a reasonable accommodation to applicants and employees with known physical or mental disabilities to allow them to apply for employment and to perform the essential functions of their jobs. Applicants who need a reasonable accommodation to apply or interview for a job should contact Human Resources at 781-891-3427. Employees who need a reasonable accommodation to perform the essential functions of their job should contact their HR Business Partner.

The HR Business Partner will work with the employee and the employee’s manager to explore potential reasonable accommodations and find an accommodation that is effective, does not create an undue hardship, and does not create a risk of substantial harm to anyone. Bentley makes determinations about reasonable accommodations on a case-by-case basis based on an individualized assessment and in consultation with the employee and medical experts, where appropriate. Once a determination has been made regarding an accommodation, Bentley will inform the employee regarding its approval or denial of a requested accommodation.

Supporting Documentation

If the disability or need for the accommodation is not obvious, Bentley will ask employees to provide supporting documents from the employee's physician to verify the disability and need for a reasonable accommodation. Bentley will keep confidential any medical information that it obtains in connection with an employee's request for a reasonable accommodation. All information concerning disabilities will be kept confidential and will be made available on a need-to-know basis.

Protection from Retaliation

Employees will not be retaliated against for requesting an accommodation in good faith. Anyone found to be engaging in any type of disability discrimination will be subject to disciplinary action, up to and including termination.

Union Employees

For employees covered by a collective bargaining agreement, this policy works in conjunction with, and does not replace, amend or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with Bentley.

If managers or employees have any questions regarding this policy or reasonable accommodations, please contact your HR Business Partner.

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