TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 51.04, **Access for Individuals with Disabilities**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to ensure full and equal access to individuals with disabilities to all TTUHSC El Paso programs.

REVIEW: This HSCEP OP will be reviewed in November of each odd-numbered year (ONY) by the System Office of Equal Opportunity, the System Office of General Counsel, the Office of Human Resources, and Office of Student Services, with substantive revisions forwarded to the Office of the President.

POLICY/PROCEDURE:

I. **Policy**

TTUHSC El Paso's policy regarding access for individuals with disabilities is governed by TTUS Reg. 10.04.

Individuals with questions regarding this policy or needing accommodations for a disability should contact the appropriate offices listed below:

POSITION/OFFICE	RESPONSIBILITIES	CONTACT
Office of Human Resources - ADA Administrator for Employees	Consults with applicants, employees (faculty, staff, or student), supervisors, and volunteers on reasonable accommodations in the workplace and other disability-related matters.	915-215-4151 3601 4th St. Administrative Support Bldg. (ASB) 200 N. Concepcion El Paso, TX 79905
Office of Student Services	Consults with individuals on reasonable accommodations for students and other student disability-related matters.	915-215-4370 Medical Sciences Bldg II Room 2C201 137 Rick Francis St. El Paso, TX 79905 http://www.elpaso.ttuhsc.edu/studentservices/disability-support-services/
Texas Tech University System Office of Equal Opportunity	Consults with individuals with complaints of noncompliance with TTUHSC El Paso disability policies and/or state and federal disability laws and investigates disability-related complaints of discrimination and harassment involving employees.	806-742-3627 eeo@ttu.edu System Administration Bldg. 1508 Knoxville Ave, Suite 309 Lubbock, TX 79409 http://www.texastech.edu/offices/equal-employment/

Office of Clinical Affairs	Consults with patients and visitors on clinic accommodations.	915-215-4470 Academic Education Center (AEC), Suite 101 4800 Alberta Avenue El Paso, TX 79905
Office of Graduate Medical Education	Consults with residents/fellows on reasonable accommodations in the program and other disability- related matters.	915-215-4460 A3116 Clinical Science Bldg. 4801 Alberta Avenue El Paso, TX 79905

II. **Authoritative References**

- Americans with Disabilities Act
- Section 504 of the Rehabilitation Act of 1973
- Texas Labor Code, Chapter 21

III. **Right to Change Policy**

TTUHSC El Paso reserves the right to interpret, change, modify, amend, or rescind any policy in whole or in part at any time without the consent of employees.