



## **PARKING ACCOMMODATIONS PROCEDURE LOWER COLUMBIA COLLEGE**

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Employees of Lower Columbia College may be eligible for parking accommodations for a reserved parking spot on the basis of their physical disability. Employees who request may be required to submit documentation to verify eligibility. Documentation of disability and related information will be kept confidential. The cost and responsibility for providing this documentation shall be borne by the individual.

### ***Employee Responsibilities & Eligibility***

1. The employee must provide proof that they have a handicapped parking permit.
2. The employee must provide Disability Support Services Coordinator with documentation verifying the need for parking accommodation. *Documentation may not be required of individuals with obvious physical disabilities.*
3. Employees who receive this accommodation will pay the same rate for parking as other staff and faculty with reserved spots.

### ***Documentation Guidelines***

- Documentation should show current impact of the disability. The documentation you provide should be the most current available.
- Only qualified diagnosticians may provide documentation. For a physical disability, a qualified diagnostician includes a physician or nurse practitioner.
- The documentation must state a specific diagnosis that conforms to standard criteria as published in applicable diagnostic manuals such as DSM-IV.
- The documentation must be typed on letterhead stationery and be signed and dated by the qualified professional. Including their names, titles and professional credentials of the evaluators as well as the date of evaluation or testing.

The following procedures identify the responsibilities of Disability Support Services and Human Resource Services.

### ***Disability Support Services Responsibilities***

The Disability Support Services Coordinator will make a recommendation to the Director of Human Resource Services if the accommodations seem reasonable based on a temporary or permanent disability. *Documentation will be reviewed by DSS and forwarded to HR.*

### ***Human Resources Services Responsibilities***

Priority may be given to individuals with permanent disabilities when parking is limited.

Priority may be given to full time staff and faculty when parking is limited.

Priority may be given to individuals with the greatest physical limitations when parking is limited.

Employees will have to re-submit requests yearly.

*The College retains the professional and legal right to determine the reasonableness of any recommended accommodation.*