

# GAVILAN COLLEGE

TO: All Employees

FROM: Human Resources

SUBJECT: ANNUAL NOTICE  
REASONABLE ACCOMMODATION

DATE:

The Americans with Disabilities Act requires employers to provide reasonable accommodations to employees with disabilities, who are otherwise qualified to perform their duties. Written requests for accommodation should be submitted to Gavilan College's Human Resource Director. Such requests are confidential, and should include a description of the accommodation sought, along with a description of the disability. Gavilan College may require employees to provide additional information about the qualifying disability.