



**Accommodations for Employees and Students With a Disability,
Accommodations for Religious Observances, Supporting the Academic Success of
Pregnant and Parenting Student and Employee Multicultural and
Diversity Training**

Accommodations for Employees with a Disability

Montgomery College provides accommodation for employees with a disability. The disability policy and procedures for accommodating employees are facilitated by Ms. Lori Stegeman, Office of Human Resources, Development and Engagement. If you have questions or concerns regarding employee disability accommodation or related matters, please contact Ms. Stegeman at lori.stegeman@montgomerycollege.edu or x77301.

Accommodations for Students with a Disability

Montgomery College provides accommodation for students with a disability. The disability policy and procedures for accommodating students are facilitated by Mr. Christopher Moy, Office of Compliance, and questions or concerns regarding student disability accommodation or related matters should be referred to Mr. Moy at christopher.moy@montgomerycollege.edu or x75412.

Supporting the Academic Success of Pregnant and Parenting Student

The US Department of Education issued to educational institutions a Dear Colleague Letter – *Supporting the Academic Success of Pregnant and Parenting Student*. The Dear Colleague Letter (DCL) provides specific guidance on how to fully ensure Title IX compliance. The intent and focus of DCL guidance is to assist educational institutions with implementing policies, processes and procedures that support pregnant and parenting students staying in school and completing their education. Accordingly, the types of institutional compliance can vary and include **support** such as providing a pregnant and parenting student with an adequate size classroom desk or a designated/private room for nursing or to address other needs related to nursing. Compliance can also include providing an **accommodation**. If an accommodation is necessary, institutions are expected to treat pregnancy under the same policies as other temporary medical conditions with respect to any special services they provide.

Montgomery College provides accommodation for pregnant and parenting students. The

disability policy and procedures for accommodating students are facilitated by Mr. Christopher Moy, Office of Compliance, and questions or concerns regarding disability accommodation or related matters should be referred to Mr. Moy. For questions, concerns and assistance regarding academic support for pregnant and parenting students, the campus Dean of Student Development should be contacted.

Accommodations for Religious Observances

The College provides accommodation for religious observances. While the College does not officially observe religious or ethnic holidays, it does recognize and accommodate an individual's right to choose to participate. The right to participate is an individual choice. A student's request for accommodation to participate in an observance that is not planned or hosted by the College should be pre-arranged with their professor. An employee's request for accommodation to participate in an observance that is not planned or hosted by the College can be facilitated through personal leave. Specific details regarding the use of personal leave may be found in the Policies & Procedure Manual Section 35003CP or directly obtained from the Office of Human Resources, Development and Engagement. For your information and convenience, Section 35003CP states the following regarding personal leave,

Personal leave will be granted for the purpose of allowing the employee to attend to special personal obligations such as major religious observances, settlement on the sale or purchase of property, appearance in court other than for a staff member who is subpoenaed as a court witness or who is called to serve on a jury, lawyer appointments, or for other important personal unplanned crises or emergencies involving family members or personal property. The application procedures require that the employee shall submit, in advance, if possible, a request for personal leave on the Staff Request for Short-term Leave Form through the employee's immediate supervisor to the supervising administrator (or designee) for approval. Employees will be on an honor system to request personal leave for appropriate reasons; therefore, no detailed explanation will be required.

Employee Multicultural and Diversity Training Requirement

The 2014-2020 multi-year Montgomery College Diversity Plan: *Our College Roadmap for Ensuring and Sustaining Diversity and Inclusive Excellence* approved by the Board of Trustees requires: (1) all new college employees, as part of their performance evaluation, to participate in one of the multicultural professional development activities offered by the College's professional development entities; and (2) each employee to have one performance goal annually that addresses the development and/or enhancement of cultural competency in relation to diversity and multiculturalism.

The multicultural/diversity professional development selected should be one which the supervisor and employee have determined best focuses on increasing knowledge, building

awareness and enhancing the employee's job related skills and competencies that align with the College's commitment to access, equity and diversity. Specific information about the College's multicultural and diversity education requirements and guidance on appropriate activities will be provided by the Office of Human Resources, Development, and Engagement and Office of Equity and Diversity. Additionally, participating in supervisor approved multicultural professional development outside of those offered by the College is also acceptable.