

LITERACY EDUCATION ASSISTANCE (UNPAID)

A staff employee who reveals a problem of literacy will be assisted by the university in enrolling in an adult literacy education program. The Office of Professional Development will provide a staff employee with the locations of local literacy education programs or arrange for a literacy education provider to visit the job site and coordinate with the staff employee's supervisor to ensure there is no undue burden to the department.

A staff employee who reveals a problem of literacy and who satisfactorily performs his or her duties may not be terminated because he or she discloses his or her problem with literacy. The department should make reasonable efforts to safeguard the privacy of the fact that the staff employee has a problem with literacy.

Questions regarding this policy should be directed to Professional Development at (213) 740-5885.