

## **AMERICAN DISABILITY ACT (ADA) ACCOMMODATION**

### **PURPOSE**

The purpose of this policy is to ensure compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

### **POLICY**

In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the organization shall provide reasonable accommodation to the known physical or mental limitations of qualified persons with disabilities, employment applicants or employees, unless the accommodation would impose an undue hardship on the operation of the organization.

A qualified applicant with disabilities or employee is a person who, with the provision of reasonable accommodation, can perform essential job functions.

Reasonable accommodation may include, but are not be limited to:

- A. Making employee facilities readily accessible to and usable by a person with disabilities
- B. Job restructuring
- C. Part time or modified work schedules
- D. Acquisition or modification of equipment or devices
- E. Provision of readers or interpreters

The need for reasonable accommodation and undue hardship will be determined on a case by case basis according to the disability of the employee.

Job descriptions are developed and modified with the needs of persons with disabilities in mind. Essential job functions and qualifications are set at the minimal level necessary to adequately perform the job.

When a person applies for a job, and all other qualifications are met, and the only hindrance to offering the job is that the person's disability prevents the person from performing an essential job function or meeting a required job qualification, Human Resources and the appropriate Administration personnel will examine the requirement(s) and ascertain whether reasonable accommodation(s) can be made so the person with a disability can be hired.

#### ***For example:***

1. If a job requires that the person must climb a two-step stool to file routine work, and the applicant cannot do this, and there are other persons in the same job classification who can easily perform the function, then an accommodation will be made so that another person in the same job classification will perform that one function and the person with the disability will be hired.

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2. If a home health aide injures his/her back on the job and cannot lift as a result of the injury, then one of the two options can be considered:
  - A. The possibility of a caseload of patients who do not require lifting, if such a caseload is available.
  - B. Or if such a caseload is not available, the assignment of the person to a different job classification in which lifting is not required and in which there is a job opening. In the latter instance, on-the-job training would be provided if needed.