

**EMPLOYEES WITH DISABILITIES AND REASONABLE ACCOMMODATIONS**

DATES (Adopted/Revised)	GUIDE WORDS
<p>Adopted August, 2008 Revised December, 2008</p>	<p>ADA Disability Reasonable Accommodation</p>

Employees with Disabilities

It is the policy of this District that there will be no illegal discrimination against any individual on the basis of a disability. A person with a disability is one who:

- Has a physical or mental impairment that substantially limits one or more of the major life activities of the individual;
- Has a record of having such an impairment; or
- Is regarded as having impairment.

Impairment may include visual, speech, and hearing impairments, emotional illness, learning disabilities, HIV or AIDS, past drug addiction, and alcoholism. Major life activities include functions such as caring for oneself, performing manual tasks, walking seeing, hearing, speaking, breathing, learning, and working.

A. Reasonable Accommodations. If the employee or applicant is considered to be disabled but is otherwise qualified to perform the essential functions of the position, the District will make reasonable accommodations to assist in the performance of required tasks. Within the parameters of the law, the District has complete discretion and authority to determine the scope of reasonable accommodations.

1. "Essential functions" are the fundamental job duties of the position which the individual is or would be holding, and are determined on a case-by-case basis.
2. "Reasonable accommodations" are modifications or adjustments to the work environment, the manner in which work is performed, or to the job application process itself, which would enable the employee or applicant to enjoy the same benefits and privileges of employment as individuals without disabilities. Reasonable accommodations do not include assigning job duties or responsibilities to other individuals or an overall rewriting of the job description.

B. Privacy. District administration shall make all reasonable efforts to protect the privacy of employment records and other information concerning personnel matters, and shall limit the number of persons who are made aware of the employee or applicant's disability status, including HIV or AIDS status, whenever possible.

C. Service Animals. ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Use of service animals for employees with disabilities shall be approved by the Director of Human Resources.

The Superintendent is charged with developing the operating procedures that manage reasonable accommodation requests by employees.