

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 5000 - Personnel**

ACCOMMODATIONS FOR EMPLOYEES' PHYSICAL OR MENTAL DISABILITIES.POLICY 5004.5

Our School District is committed to providing equal employment opportunities for qualified employees with disabilities in accordance with state and federal law. A disability is defined under the Americans with Disabilities Act as any physical or mental impairment that limits one or more major life activities (such as sleeping, thinking, interacting with others, caring for oneself, speaking, or working). To ensure equal access for employees with disabilities, the District will provide reasonable accommodations to enable the employee or prospective employee to perform the essential functions of the job and to participate in all District programs and activities. All employees, including Principals and Directors, must follow the policy guidelines below. The District Personnel Director should consult with the Superintendent and School District attorney if any questions arise.

- 1) Making accommodation requests. An employee is responsible for requesting a workplace accommodation for his or her disability. An employee shall make a request to either the employee's Principal/Director or the District Personal Director. The ADA permits "plain language" requests for accommodations, but the employee should include as much information as possible when making the request. Neither the Principal/Director nor the Personnel Director may initially deny a request because of its informality.
- 2) Discussing process. When an employee's Principal/Director first receives a request, he or she shall notify the District Personnel Director. Upon receiving a request, the Personnel Director will meet with the employee to acknowledge the request and explain the process. The Personnel Director will meet again with the employee as necessary to discuss the request and possible accommodation alternatives.
- 3) Requesting documentation for disability. The Personnel Director will determine what type of documentation is necessary to verify the disability and may request a physician's or mental health professional's letter. The employee must provide the requested documentation. The Personnel Director will evaluate the request after the employee submits all requested documentation. The documents requested may include information about the nature of the disability; how the disability limits one or more major life activities; how the disability may interfere with job performance; and what accommodations will address those limitations.
- 4) Evaluating accommodation. The Personnel Director should then evaluate the requested accommodation and decide whether the District can grant the accommodation. The Personnel Director shall consider the following factors, and others, in determining reasonable accommodations for employees:
 - Whether the requested accommodation will allow the employee to perform essential job functions effectively.
 - Whether the requested accommodation will alter or remove an essential function of the job.
 - Whether the requested accommodation is reasonable and not unduly burdensome on the District.

The District is not required to provide an accommodation that will eliminate an essential function of the job or to provide an accommodation or service that is personal in nature, such as a hearing

aid or wheelchair. Furthermore, the District is not required to lower performance, production or conduct standards, or to alter attendance requirements. The Personnel Director may require the employee to undergo a medical or psychological exam to determine if he or she can meet essential job functions.

- 5) Notifying employee of determination. The Personnel Director shall provide the employee with written notification of the determination within fourteen (14) calendar days of receiving the completed request with documentation. If the determination grants an accommodation, the notice will also include the expected date it takes effect and a date for a review of accommodations provided. If the Personnel Director needs additional time to assess a request, he or she shall provide the employee with written notification of the status of the request and the proposed date of determination.
- 6) Keeping records. The Personnel Director shall keep thorough records of the accommodation request, documentation received, and responses in a confidential file, apart from the employee's personnel file.

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ADOPTED: 04/10/07