



Policy HR 4.2 Disability, Serious Illness and Accommodation

Adopted by the Library Board of Trustees: 01/24/2013

Revised: 02/23/2017

NOLS is committed to equal employment opportunity for qualified employees and applicants with disabilities, and to reasonably accommodate an employee's disability as provided in the federal, state, and local laws against discrimination and the Americans with Disabilities Act. A reasonable accommodation depends on the specific circumstances involved.

Reasonable accommodation may include adjustments to an employee's work schedule, a modification of workspace or equipment, reassignment or other adjustments that permit a qualified employee with a disability to perform the essential functions of the job without causing or creating an undue burden or hardship to NOLS's operations.

I. Request for Accommodation

An employee with a physical or mental impairment that substantially limits the employee's ability to perform the essential duties of the position may need an accommodation that would enable the employee to perform such duties. The employee is responsible for notifying his/her managing supervisor or the Library Director of the need for an accommodation.

An employee's accommodation request triggers an interactive process between NOLS and the employee. The purpose of the interactive process is to determine if the employee's condition meets the definition of a disability, and if so, whether a reasonable accommodation is available that would enable the employee to perform the essential duties of the job without presenting an undue hardship to NOLS. The employee requesting an accommodation should notify NOLS in writing. As part of the interactive process, the employee may be requested to sign authorizations releasing medical information concerning the employee's medical condition, provide medical documentation/medical records, and to continue to cooperate on an on-going basis with designated Administrative Operations staff during the interactive process.

NOLS may request that the employee cooperate in all ways to undergo a fitness for duty medical evaluation with the employee's personal physician and/or a physician selected by NOLS to determine the nature and extent of the employee's disability and the extent, if any, of the employee's abilities and limitations related to the disability. In addition, NOLS may seek medical guidance in order to determine if the employee's mental or physical impairment presents a direct threat to the employee or others while performing the essential duties of the job. Once all relevant information has been received during the interactive process, NOLS will be the determiner of the existence of any reasonable accommodation that may enable the employee to perform the essential duties of the job and/or if such an accommodation would eliminate or minimize the direct threat posed by performing such job duties. NOLS may take other action regarding employee accommodation, as appropriate, in accordance with state, federal or local laws.

NOLS will treat all medical information received regarding the employee's physical and/or mental condition and the need for accommodation as strictly confidential except to the extent other employees need to know to evaluate the feasibility of an accommodation or to make the necessary arrangements to implement the job modifications.

2. Administration

The Library Director will approve any disability related accommodation. Designated Administrative Operations staff will monitor the accommodation process and consult with the employee's immediate supervisor when appropriate.