

SH 500 Rights of Employees

SH 560 Reasonable Accommodation

Draft 12/17

Purpose

The Metropolitan Library System ("Library System") is committed to providing favorable working conditions for its employees. The purpose of the Reasonable Accommodation policy is to show that the Library System is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and all applicable federal, state, and local laws.

Policy

The Library System will reasonably accommodate qualified individuals with a disability if such accommodation would allow an employee to perform the essential functions of their job, unless doing so would create an undue hardship or if doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

The Library System is also committed to providing reasonable accommodations to qualified individuals with known disabilities to enable them to perform the essential functions of the position held or desired, or to enable them to participate in the application process, or enable them to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

To obtain a reasonable accommodation, an applicant, employee or third party acting on behalf of an applicant or employee should inform the Human Resources Department of the existence of a disability, the disability-related limitation(s) or workplace barrier(s) that need to be accommodated, and if known, the desired reasonable accommodation. If the need for accommodation is not obvious, or if additional information is needed, Human Resources may initiate an interactive process with the individual requesting the accommodation. A request for reasonable accommodation may be oral or written. There is no specific language that must be used by the requester to request an accommodation. This policy is neither exhaustive nor exclusive. The Library System is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.