

POLICY: PP- 2.1.3.01
ADA EXCERPT FROM PERSONNEL POLICIES

Authorized by: Lynne Saddler, MD, MPH
Date Issued: 10/1/2011; Date Revised: 12/1/2012

Contact: Human Resources Administrator
Replaces policy: N/A

I UNDERSTAND THE FOLLOWING EXCERPT FROM THE GUIDE TO PERSONNEL POLICIES AND AGREE TO ABIDE BY IT:

2.1.3 Americans with Disabilities Act and Amendments

NKIDHD complies with all applicable provisions of the Americans with Disabilities Act and subsequent amendments. It is NKIDHD's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability as long as the individual can perform the essential functions of the job. Consistent with this policy of nondiscrimination, NKIDHD will provide reasonable accommodation(s) to a qualified individual with a disability, as defined by the ADA, who has made NKIDHD aware of her/his disability by request, provided that such accommodation does not constitute an undue hardship on NKIDHD and its operations.

NKIDHD will not participate in contractual or other arrangements or relationships that would subject qualified individuals with disabilities to the discrimination prohibited by the ADA.

2.1.3.1 Requesting an ADA Accommodation

NKIDHD encourages an individual with a disability to come forward and request reasonable accommodation. An applicant or employee with a disability who believes she/he needs a reasonable accommodation to perform the essential functions of the job should contact the Human Resources Administrator.

Upon receipt of a request for accommodation, NKIDHD will discuss with the individual the precise limitations resulting from the disability and the potential accommodation(s) that NKIDHD might make to help overcome those limitations. The individual must provide written substantiation from her/his medical provider.

NKIDHD management will determine the feasibility of the requested accommodation(s) considering various factors including but not limited to costs in relation to NKIDHD's overall financial resources, the potential impact on the operation of NKIDHD, the impact on the delivery of services to the public, and the employee's ability to perform her/his job duties.

NKIDHD management will inform the individual of its decision pertaining to the accommodation request.

2.1.3.2 Appealing Denial of an ADA Accommodation

An employee or applicant may formally appeal denial of a request for accommodation(s) using the appeal procedures outlined in these policies ([see section 7.6.3](#) of the Guide to Personnel Policies).

2.1.3.3 Questions or Complaints Regarding ADA

An employee or applicant who has questions about the ADA policy or believes that she/he has been harassed or discriminated against based on a protected disability must notify the Human Resources Administrator. All ADA-related inquiries or complaints will be treated as confidentially as possible to the extent that proper investigation and/or the law allow.

An investigation will be conducted in accordance with the policy for investigating claims of harassment ([see section 6.5.5](#) of the Guide to Personnel Policies).

2.1.3.4 Retaliation and Coercion from Exercising ADA Rights

NKIDHD will not coerce, intimidate, threaten, harass or interfere with any individual exercising or enjoying her/his rights under Title I of the ADA or because that individual aided or encouraged any other individual in the exercise of rights granted or protected by Title I of the ADA; nor will such conduct by other employees be tolerated by NKIDHD.