

**All Personnel**

**REASONABLE ACCOMMODATION**

Requests for reasonable accommodation may first be considered informally by the site administrator. If an accommodation cannot be made at the site because it would impose undue hardship or because of a lack of funds, the site administrator shall ask that the request be submitted in writing to the district's Coordinator for Nondiscrimination in Employment (Coordinator). The site administrator shall provide the employee or applicant with any assistance he/she may need in order to submit this request.

Reasonable accommodation may consist of a modification or adjustment to a job, a work environment or customary work practices and may include, but is not limited to:

1. Job restructuring.
2. Part-time or modified work schedules.
3. Reassignment to a vacant position.
4. Acquisition or modification of equipment or devices.
5. Appropriate adjustment or modification of examinations.
6. Use of accrued paid leave or unpaid leave for necessary treatment.
7. Reserved parking space for persons with mobility impairment.

Upon receiving a request to reasonably accommodate the physical or mental disability of a district employee or qualified job applicant, the Coordinator shall:

1. Determine the essential functions of the job.
2. Consult with the employee or applicant to determine his/her precise limitations and how they may be mitigated.
3. With the employee or applicant's help, review the request for accommodation, identify potential means for providing accommodation, and assess their effectiveness; and
4. If possible, develop a plan for the accommodation that would satisfy the employee or applicant's concerns without imposing undue hardship on the district.

The determination of whether an individual poses a significant risk of substantial harm to others shall be made on a case by case basis and shall be based on objective, factual evidence, taking into consideration the duration of the risks, the nature and severity of the potential harm, the likelihood that the potential harm will occur, and the imminence of potential harm. (Code of Federal Regulations, Title 29, Section 1630.2)

The Coordinator may confer with the site administrator, the district medical advisor and/or other district staff before making a final decision.

The Coordinator shall notify the employee or applicant of the results of his/her determination.

**REASONABLE ACCOMMODATION** (continued)**Reasonable Accommodation Committee**

The Coordinator may appoint a Reasonable Accommodation Committee to review or assist in the development of appropriate plans to reasonably accommodate an employee or qualified job applicant who has requested an adjustment in work duties or environment because of known physical or mental disabilities. The membership of this committee may change, depending on the particular case at hand. The committee may include:

1. A district administrator.
2. A site administrator.
3. A medical advisor.
4. A certificated employee.
5. A classified employee.

Committee members shall be selected on the basis of their knowledge of the issues at hand, including:

1. The specific functions and duties required in the position.
2. The physical work environment.
3. Available accommodations.

At the Coordinator's discretion, the employee or applicant requesting accommodation may participate in or be excluded from committee meetings. If the employee or applicant is excluded from committee meetings, the Coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

The Coordinator shall take steps to ensure the confidentiality of information related to medical conditions.

**Appeal Process**

If the employee or applicant is not satisfied with the decision of the Coordinator, he/she may appeal in writing to the superintendent or designee. This appeal shall be made within 10 days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal.
2. A statement of the specific remedy sought.

The superintendent or designee shall consult with the Coordinator and review the appeal, together with any available supporting documents. The superintendent or designee shall give the employee or applicant his/her decision within fifteen working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the board in accordance with the district's procedure for such complaints.

*Legal Reference:*        UNITED STATES CODE, TITLE 29  
                                   791 et seq. Vocational Rehabilitation Act of 1973, Sections 503 and 504  
                                   UNITED STATES CODE, TITLE 42  
                                   12101 et seq. Americans with Disabilities Act  
                                   CODE OF FEDERAL REGULATIONS, TITLE 29

Regulation Approved: July 21, 1997

1630.2 Direct Threat