

POLICY
RHODE ISLAND SCHOOL FOR THE DEAF
BOARD OF TRUSTEES

REASONABLE ACCOMMODATION POLICY

Purpose

An employee with a disability or an employee who is pregnant may need a **reasonable accommodation** to perform the essential functions of the job or to gain access to the workplace. Essential functions are the basic job duties that an employee must be able to perform in a given position.

Policy

A. Reasonable Accommodation of Disability

RI School for the Deaf will comply with the Americans with Disabilities Act and all equivalent Rhode Island anti-discrimination statutes, which prohibit discrimination against a qualified person with a disability in all employment practices and require the School to provide reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in undue hardship.

The policy governs all aspects of employment, including but not limited to selection, job assignment, compensation, discipline, discharge, and access to benefits and training. Any requests made by employees for a reasonable accommodation, including a leave of absence for the employee's own medical condition, must be made to the Director of Operations, Finance, and Personnel. Any individual with a disability is required to self-identify that fact and provide the Director with medical documentation before a reasonable accommodation can be considered.

B. Reasonable Accommodation of Pregnancy, Childbirth, or Related Medical Condition

RI School for the Deaf does not discriminate against any employee or applicant due to pregnancy, childbirth, or related medical conditions. RISDeaf will reasonably accommodate an employee's or applicant's condition related to pregnancy, childbirth or related medical conditions. Longer breaks may be provided to pregnant employees. Lighter duty, assistance with manual labor, a temporary transfer to a less strenuous or less hazardous position, or a modified work schedule may be reasonable accommodations when needed. The School may also grant a leave of absence for a pregnant employee to recover from childbirth. RISDeaf may refuse to grant a reasonable accommodation if the accommodation would pose an undue hardship on the School or its students.

Any request for a reasonable accommodation shall be made to the Director of Operations, Finance and Personnel, who will work, on a case-by-case basis, with the Director to make reasonable accommodations to eligible employees, provided that this accommodation does not pose undue hardship on the School or its students. An individual who, as a condition related to pregnancy, childbirth, or related medical condition, is required to self-identify that fact and

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provide the Director of Operations, Finance, and Personnel with proper medical documentation before a reasonable accommodation will be considered.

First Reading: March 13, 2019
Second Reading: April 10, 2019
Final Reading: May 9, 2019