

Americans with Disabilities Act
Policy Regarding Reasonable Accommodations

Deer Park School District is committed to the fair and equal employment of individuals with disabilities. It is the DPSD's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the DPSD.

In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodation will be provided to qualified individuals with disabilities when such accommodations are necessary to enable such individuals to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment.

Requesting a Reasonable Accommodation

An employee or applicant with a disability is responsible for requesting an accommodation from the Human Resources Director and providing medical documentation regarding the disability when requested. Once medical documentation is received, the HR Director will work with the employee/applicant to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job or to enjoy the same benefits and privileges of employment as similarly situated employees without disabilities.

Based on this interactive process, a reasonable accommodation will be selected that is most appropriate for both the DPSD and the individual employee. While an individual's preference will be considered, DPSD is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the district.

A request for reasonable accommodation may be denied if it would create an undue hardship for DPSD. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation,

the district's overall financial resources and the number of employees in the DPSD.

All information obtained considering the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

All employees are expected to comply with all safety procedures and DPSD will not place qualified individuals in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of oneself or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat will be made by the HR Director and will be based on factual, objective evidence. A written copy of the determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

Complaint Procedure

It is the policy of the DPSD to prohibit any harassment or discriminatory treatment of employees on the basis of disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported using the harassment complaint procedure. Any employee found to have engaged in retaliation against an employee for making a request for reasonable accommodation under this policy, registering a complaint under this policy, or for assisting in the investigation of any registered complaint will be subject to immediate disciplinary action up to and including termination.