



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

4114/4214 - Job Accommodations and Accommodation Transfers

Approved on May 19, 2014

It is the policy of the Board of Education to comply with the Americans With Disabilities Act of 1990 in its employment practices. In particular, it is the policy of the Board to treat all employees without discrimination because of physical or mental disability in regard to any position for which the employee is qualified and to treat them equally in all employment practices such as the following: rate of pay or other forms of compensation, benefits, training, upgrade, transfer or demotion, layoff or termination, and all other terms, conditions, and privileges of employment.

Legal References/Citations

Americans With Disabilities Act, 42 U.S.C. 12101-12117, and 12201-12213

Federal Regulations, 29 C.F. R. Part 1630

EEOC Technical Assistance Manual

EEOC Policy Guidance



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Administrative Procedure

4114/4214 - Job Accommodations and Accommodation Transfers

Approved on May 19, 2014

I. Purpose

The purpose of these procedures is to establish guidelines to ensure that the school district complies with the Americans With Disabilities Act of 1990 in its employment practices.

II. Job Accommodations

- A. The school district will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability to enable him or her to perform essential job duties unless such accommodation would impose an undue hardship on the operations of the school district.
- B. The school district will remove architectural and structural barriers to an employee's workplace accessibility and usability where such removal is needed and is readily achievable and reasonable.
- C. The following modifications may be made to an individual employee's job under appropriate circumstances:
 - a. Modification of an individual employee's job duties by reassigning, reallocating, or redistributing nonessential, marginal functions.
 - b. Modification of an individual's work schedule.

Modification of the work environment, or the manner or circumstances under which the job is customarily performed, including work flow and/or procedures affecting an employee's job functions, if reasonable.

III. Accommodation Transfers

- A. Accommodation transfers will be considered only when accommodation within the individual's current position would pose an undue hardship on the operations of the school district.
- B. An employee who can no longer perform, with or without accommodation, his or her current position because of a disability, will be placed, on a lateral basis, in an existing vacant position (or in a position that will become vacant within a reasonable time) if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the school district.

- C. If such vacancy exists and the employee declines such placement, the employee will be placed in an existing vacant position (or in a position that will become vacant within a reasonable time) on successively lower levels if he or she is qualified for and can perform the essential job duties of that position, with or without accommodation, unless such placement would pose an undue burden on the operations of the school district.
- D. Employees in need of an accommodation transfer will be given first consideration (before posting) for such vacancies on a lateral or downgrade basis. If no such vacancies exist, or the employee declines such placement, the employee will be terminated.

IV. Reasons for Accommodations

The school district may make job accommodations or accommodation transfers under the following circumstances:

- To accommodate the needs of an employee with a disability
- To accommodate other extraordinary personal needs of an employee
- To satisfy other needs of the school district

V. Employee Requests

Any employee in need of accommodation for workplace accessibility or usability, to perform essential job duties, to participate in school district sponsored programs and activities, or who needs alternative accessible formats for school district communications, or who may need emergency treatment or emergency evacuation assistance, should make such needs known to his or her immediate supervisor.

After appropriate discussion and consideration in consultation with the Chief Human Resources Officer, the affected employee will be informed as to what, if any, reasonable accommodation will be made. If the request for an accommodation is denied, the employee will have an opportunity to appeal the decision to the Superintendent.

VI. Confidentiality

All employee accommodation requests and related information will be treated as confidential to the maximum extent possible. The school district will maintain all information regarding the medical condition or history of applicants, employees, and employees' dependents on separate forms and in separate locked medical files, and treat such information as a confidential medical record to be utilized only as permitted by law.