

Subject: Disabilities and Reasonable Accommodations Policy

Effective Date: December 08, 2006

Approved by: Board of Directors

Policy: It is the policy that the School will provide equal opportunity to employees and applicants with non-job related disabilities through reasonable accommodations. Section 1 of this policy is intended to ensure compliance with the Americans with Disabilities Act. Work related disabilities are covered under California Education Code.

Procedures:

1. For employees or applicants with non-job related disabilities:
 - a. The School will provide a reasonable accommodation to the known physical or mental limitations of an employee or applicant who is otherwise qualified for the position in question, unless that accommodation would impose an undue hardship on the School. For the purposes of this section, a disability is defined as (1) a physical or mental impairment that substantially limits one or more of the major life activities of the individual, (2) the existence of a record of such an impairment, or (3) being regarded as having such an impairment.
 - b. A reasonable accommodation is the modification of an adjustment of a job, employment practice, or work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the job in question. The essential functions of a position include the primary duties that are intrinsic to the position. The essential functions are outlined in the job description for that particular position.
 - c. The School will provide reasonable accommodation for disabled employees or applicants with non-job related disabilities who are otherwise qualified for a position. The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or desires to attain.
 - d. It is the obligation of the individual with a disability to request an accommodation. Requests of this type must be made in writing and submitted to both the supervisor and to Human Resources.
 - e. A qualified individual with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job without the accommodation, he/she may not be qualified for the job.
 - f. If the cost of the accommodation would impose an undue hardship on the School, the individual with the disability has the option of providing the accommodation or paying a portion of the cost of the accommodation which constitutes an undue hardship.

- g. An employee who requests accommodation will work closely with his/her supervisor and Human Resources on possible accommodations within his/her division or department or, if necessary, will work to locate alternative vacant positions for which he/she may be qualified.
 - h. Supervisors are encouraged to provide temporary transitional employment for these individuals based on need and workload. However, there is no guarantee of such transitional employment, and when no such employment is feasible, the employee will be placed on a medical leave of absence.
 - i. An employee who is on a medical leave of absence awaiting possible employment is expected to accept employment offered by the School, whether or not that position involves a transfer from his/her area of expertise, a reduction in salary or hours, or a change of his/her worksite location. An employee who is offered a position or accommodation, and refuses to accept the offering will be deemed to have voluntarily resigned.
 - j. If no suitable employment is found for the disabled employee on medical leave within six months of the original request for accommodation, it will be evident that no such suitable position is available and the employee will be terminated.
2. For employees experiencing temporary disabilities (not related to a work injury or illness):
- a. The disabled employee's supervisor will attempt to find suitable work for the employee with a temporary disability by jointly exploring such possibilities based on department needs and workload. However, the School is under no obligation to provide a temporary assignment. All requests for temporary assignment due to a temporary disability must be submitted in writing to the supervisor and Human Resources, along with a Work Capacities Form (see Addendum A) completed by the employee's personal physician.
 - b. An employee with a temporary disability who is performing a temporary assignment is required to provide bi-weekly updates to their supervisor regarding his/her disability and the estimated date of return to his/her regular duty position. Additional Work Capacities updates from the attending physician will be required to document the employee's progress.
 - c. If an employee with a temporary disability cannot be placed into a temporary assignment as outlined above, the employee will be placed on a medical leave of absence based on the current Leave of Absence Policy.

Questions regarding the application and interpretation of this policy should be directed to Human Resources.

Original Policy 02/27/01
Revised Policy 12/08/06

Work Capacities Form

Employee Name: _____

Current Position: _____

Type of Disability: Physical (Complete Sections A,C,D,E)
 Mental (Complete Sections B,C,D,E)

Diagnosis: _____

Disability is: Permanent Temporary

If Temporary, estimated length of disability: _____

Please indicate the level of work that is within this employee's physical and mental capabilities.

A. Physical Capacities

1. Job Classification - General

- Sedentary Work (Lifting 10 pounds maximum)
Light Work (Lifting 25 pounds maximum)
Medium Work (Lifting 50 pounds maximum)
Heavy Work (Lifting 100 pounds maximum)
Very Heavy Work (Lifting over 100 pounds)

2. Physical Requirements

Key: Never: Not at all
Rarely: Occurring during less than 5% of the workday
Occasionally: 6% - 20%
Frequently: 21% - 50%
Continuously: 51% or more

Table with 6 columns: Activity (SIT, STAND, WALK, BEND, CRAWL, KNEEL, SQUAT, REACH FORWD, TWIST) and 5 frequency levels (Never, Rarely, Occas., Freq., Cont.)

3. Lifting:

	Never	Rarely	Occass.	Freq.	Cont.
0-10 lb.	_____	_____	_____	_____	_____
11-25 lb.	_____	_____	_____	_____	_____
26-50 lb.	_____	_____	_____	_____	_____
51-100 lb.	_____	_____	_____	_____	_____
100+ lb.	_____	_____	_____	_____	_____

4. Carrying:

	Never	Rarely	Occass.	Freq.	Cont.
0-10 lb.	_____	_____	_____	_____	_____
11-25 lb.	_____	_____	_____	_____	_____
26-50 lb.	_____	_____	_____	_____	_____
51-100 lb.	_____	_____	_____	_____	_____
100+ lb.	_____	_____	_____	_____	_____

5. Manipulation:

SIMPLE GRASPING:	Right	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Left	<input type="checkbox"/> Yes	<input type="checkbox"/> No
 FINE MANIPULATION:	Right	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Left	<input type="checkbox"/> Yes	<input type="checkbox"/> No
 PUSHING AND PULLING:	Right	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Left	<input type="checkbox"/> Yes	<input type="checkbox"/> No
 REPETATIVE FOOT MOTIONS:	Right	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Left	<input type="checkbox"/> Yes	<input type="checkbox"/> No

B. Mental Capacities

Evaluate each mental activity within the context of the individual's capacity to sustain that activity over a normal workday and workweek, on an ongoing basis.

	Not Limited	Moderately Limited	Markedly Limited
1. Ability to remember locations and work-like procedures	_____	_____	_____
2. Ability to understand and remember short simple instructions	_____	_____	_____
3. Ability to understand and remember detailed instructions	_____	_____	_____
	Not	Moderately	Markedly

	Limited	Limited	Limited
4. Ability carry out short and simple instructions	_____	_____	_____
5. Ability to carry out detailed instructions	_____	_____	_____
6. The ability to maintain attention and concentration for extended periods	_____	_____	_____
7. Ability to perform activities within a schedule, maintain regular attendance, punctuality	_____	_____	_____
8. Ability to sustain an ordinary routine without special supervision	_____	_____	_____
9. Ability to work in coordination with or in proximity to others without being distracted	_____	_____	_____
10. Ability to make simple work-related decisions	_____	_____	_____
11. Ability to complete a normal workday and workweek without interruptions from physiologically based symptoms and to perform at a consistent pace without an unreasonable number and length of rest periods	_____	_____	_____
12. Ability to interact appropriately with the general public	_____	_____	_____
13. Ability to ask simple questions or request assistance	_____	_____	_____
14. The ability to accept instructions and respond appropriately to criticism from supervisors	_____	_____	_____
15. Ability to get along with co-workers or peers without distracting them or exhibiting behavioral extremes	_____	_____	_____
	Not Limited	Moderately Limited	Markedly Limited
16. Ability to maintain socially			

appropriate behavior and to
adhere to basic standards of
neatness and cleanliness

17. Ability to respond appropriately
to changes in the work setting

18. The ability to be aware of normal
hazards and take appropriate
precautions

19. Ability to travel in unfamiliar
places or use public transportation

20. Ability to set realistic goals or
make plans independently of others

C. Comments:

D. Name and Address of Physician completing this form:

Physician Signature: _____

Date Signed: _____