

TITLE: ACCOMMODATION FOR PEOPLE WITH DISABILITIES

POLICY:

All employees and applicants will be afforded equal opportunities and treatment regardless of their disabilities.

PURPOSE:

To comply with federal, state and city statutes which prohibit discrimination against qualified individuals with disabilities in all aspects of the employment relationship.

APPLICABILITY:

All employees and applicants.

PROCEDURE:

1. A qualified individual with a disability is defined as “a person with a disability who, with or without reasonable accommodations, can perform the essential functions of the job.”
2. Employment decisions, including recruitment, hiring, promotion and training will be made without regard to disability.
3. All personnel actions such as compensation, benefits, transfer, layoff, recall, Hospital sponsored training, education, tuition assistance, social and recreational programs will be made without regard to disability.
4. In consultation with Workforce Health and Safety, an attempt will be made to reasonably accommodate individuals with disabilities provided there is no undue hardship on the Hospital's ability to conduct its business.
 - A. Reasonable accommodation can include, where practicable, job restructuring, part time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment devices, the provision of readers or interpreters or removal of barriers to access.
 - B. Essential functions are defined as the fundamental duties necessary for the performance of the job.

- C. The following facts will be considered by the Hospital in making accommodations:
- 1) business necessity;
 - 2) financial costs and expenses; and
 - 3) resulting personnel problems.
5. Employee/applicant complaints of alleged discrimination may be filed with the Human Resources Department. If a complaint of discrimination is received by any Supervisor/Manager, the following procedure must be followed:
- A. The Supervisor/Manager should listen to the complaint, seek out the facts, and make every effort to resolve the complaint. The Supervisor/Manager will also keep the Human Resource Department informed of the complaint and its progress. All records of the complaint will be kept in the Human Resources Department.
 - B. Once an employee/applicant states that a formal charge has been made to a federal, state or city compliance agency, the Supervisor/Manager should not discuss the complaint with the employee/applicant and should immediately refer the case to Human Resources.
 - C. When federal, state or city agency submits a charge of discrimination to the Supervisor/Manager should immediately forward the charge to Human Resources.

RESPONSIBILITY:

Vice President of Human Resources or Designee

POLICY DATES:

Issued: July 2009

Approved by:

SIGNATURE ON FILE _____

G. Thomas Ferguson
Sr. VP & Chief HR Officer, Human Resources