

### **3.04 Americans with Disabilities Act of 1990**

#### **Reasonable Accommodation for Employees with Disabilities**

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc.; to provide reasonable accommodation for the known physical or mental disability of otherwise qualified applicants for employment and employees, unless the accommodation would cause undue hardship to the agency.

Procedure:

Disability:

- An individual with a disability is any person who has a physical or mental impairment, which substantially limits one or more of the person's major life activities, or a person who has a history or record of such impairment, or a person who is regarded as having such impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working and may also include the operation of a major bodily function.
- Pre-employment inquiry into the nature and severity of an applicant's disability is not practiced; however, inquiry into the person's ability to perform job-related functions is permitted.

Reasonable Accommodations:

- Modifications or adjustments, which are not unduly burdensome, may be made to assist the persons served or staff members to access benefits and privileges that are equal to those enjoyed by others. Examples taken from the Americans with Disabilities Act include making existing facilities readily accessible to and usable by persons with disabilities; restructuring jobs; modifying work schedules; reassigning persons to vacant positions; acquiring or modifying equipment or assistive devices; adjusting or modifying examinations, training materials, policies, and procedures; and providing qualified readers or interpreters.
- All requests for reasonable accommodations will be reviewed on a case by case basis. The following will be considered when evaluating a request:
  - The nature and cost of the accommodation needed.
  - The effect on company expenses and resources.
  - The impact of the accommodation on the organization.
  - The consideration of all possible sources of outside funding when assessing whether a particular accommodation would be too costly.
  - Asking the individual with a disability if he/she could pay for a portion of the accommodation.
  - If the employer determines one particular accommodation will cause undue hardship, but an alternative type of reasonable accommodation will be effective and will not cause an undue hardship, then the employer will provide the alternative accommodation.
  - Whether providing a reasonable accommodation would be unduly disruptive to other employees' ability to work.