



REASONABLE ACCOMMODATION OF DISABILITIES (FOR EMPLOYEES)
EFFECTIVE DATE: APRIL 28, 2020

The School provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act¹, the Americans with Disabilities Act², and applicable requirements of Section 504 of the Rehabilitation Act³. The following is the policy for requesting accommodations:

Request for Accommodation

An applicant who wants to request a reasonable accommodation to participate in the job application process, or an employee who wants to request a reasonable accommodation in order to perform essential job functions or to enjoy equal benefits and privileges of employment should make such a request orally or in writing to the Human Resources Department of the Business Office. The request must identify: a) the job application processes or job-related functions / employment benefits and privileges at issue, as applicable; and b) the desired accommodation(s).

Reasonable Documentation of Disability

Following the receipt of the request, the School may require additional information, such as reasonable documentation of the existence of a disability.

Fitness for Duty Examination

The School may require an employee to undergo a fitness for duty examination at the School's expense to determine whether the employee can perform the essential functions of the job with or without a reasonable accommodation. The School may also require that a School-approved physician conduct the examination.

Interactive Process Discussion

After receipt of a request for accommodation and, to the extent applicable, reasonable documentation of disability and/or a fitness for duty report, the School will arrange for a discussion, in person or via telephone call or video conference, with the applicant or employee. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

¹ Cal. Gov. Code § 12940 et seq.

² 42 U.S.C. § 12111 et seq.

³ 29 U.S.C. § 794.



Case-by-Case Determination

The School will determine, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of reasonable accommodation(s) to provide. The School will not provide accommodation(s) that would pose an undue hardship upon School finances or operations, or that would endanger the health or safety of the employee/applicant or others. The School will inform the employee/applicant of its decision as to reasonable accommodation(s) in writing.

Please direct any questions concerning this policy to the Human Resources Department of the Business Office.