

GENERAL PERSONNEL

Reasonable Accommodation

It is consistent with the philosophy of the District and the requirements of applicable laws to provide a “reasonable accommodation” to qualified individuals with disabilities who can otherwise perform the involved job's essential functions.

When a qualified individual with a disability believes that he/she may be able to perform the job's essential functions but cannot do so without a “reasonable accommodation,” the individual should address such a request, preferably in writing, to the head of the Human Resources Department or, alternatively, the Superintendent. Once the Human Resources Department is made aware of a disability and/or the potential need for a reasonable accommodation, a process is initiated whereby the District will consider the appropriateness of the requested accommodation and whether such an accommodation may be granted without creating an undue hardship.

The process to be followed in determining whether a “reasonable accommodation” may be granted includes, but is not limited to:

- Consideration of the requested “reasonable accommodation” by others within the District's management including, but not limited to, the appropriate managers and supervisors.
- Discussions with the otherwise qualified individual concerning ideas that he/she may have that would allow him or her to satisfy the job's essential functions.
- Consultation with appropriate health care professionals and/or disability constituent organizations for assistance in reviewing and exploring possible “reasonable accommodations” that would allow the otherwise qualified individual to perform the job's essential functions.

The qualified individual with a disability who has requested a “reasonable accommodation” will be notified, typically in writing, as to the results of this review process. A “reasonable accommodation” will be granted unless such results in an undue hardship and/or the individual's performance of the job will result in a direct threat or serious harm to the employee or to others (and that threat cannot be reduced to an acceptable level or eliminated altogether through the provision of a “reasonable accommodation”).

The provisions of this policy are applicable to current employees of the District and/or to candidates for employment.

LEGAL REF.: Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Illinois Human Rights Act, 775 ILCS 5/1 et seq.

CROSS REF.: 2.260, 5.20

Adopted: March 23, 2010