

WORKPLACE ACCOMMODATIONS

SUPPORTING EMPLOYEES



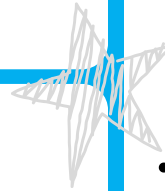
THROUGH THE INTERACTIVE PROCESS

The Jordan School District is committed to providing equal employment opportunities to qualified employees and applicants with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable Utah and federal law.

The District will engage in an individualized, interactive process to determine whether a reasonable accommodation can enable an employee to perform the essential functions of their position and enjoy equal employment opportunities.



WHAT IS A REASONABLE ACCOMMODATION?



A reasonable accommodation is a modification or adjustment that helps a qualified employee with a disability perform the essential functions of their job or enjoy equal access to employment opportunities and benefits.

Examples of reasonable accommodations may include:

- Assistive technology or equipment
- Ergonomic workstations or furniture
- Reassignment to a vacant position when required by law
- Leave as a reasonable accommodation when appropriate
- Modifications to workplace policies or procedures

Accommodations are determined on an individual basis and depend on the employee's specific limitations and job responsibilities.

WHAT TO EXPECT

The interactive process is a collaborative discussion between the employee and the District designed to identify effective accommodations.

The process typically includes:

- A request for accommodation by the employee;
- A discussion regarding the employee's functional limitations and workplace barriers;
- Employee's doctor submits relevant medical documentation supporting the request;
- Assessment of whether a disability exists and whether a reasonable accommodation would enable the employee to perform the essential functions of the position; and
- Selection and implementation of an effective reasonable accommodation, if available.

Both the District and employee are expected to participate in the interactive process in good faith.

RETALIATION IS PROHIBITED

The District prohibits retaliation against any employee who requests an accommodation, participates in the interactive process, provides information related to an accommodation request, or exercises rights under disability laws.

Employees who believe they have experienced retaliation should promptly report their concerns to Human Resources.

CONFIDENTIALITY

Information regarding accommodation requests and medical information will be maintained in confidential files separate from personnel records and shared only with individuals who have a legitimate need to know in order to implement accommodations or comply with legal obligations.

HOW DO I REQUEST AN ACCOMMODATION?

Employees may request an accommodation at any time by contacting the ADA Coordinator. Employees are encouraged to make requests as soon as a need for accommodation becomes known.



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