

ADA Sample Policy: Managing Medical Accommodations

Purpose:

The purpose of this policy is to ensure that all requests for medical accommodations are considered and implemented where reasonable. This policy applies to all U.S. and Puerto Rico employees.

General Policy:

The company provides equal employment opportunities for individuals with disabilities as a good business practice and in compliance with the Americans with Disabilities Act (ADA), the Rehabilitations Act, and all other applicable federal, state, and local laws. An employee or applicant with a medical condition, whether or not that medical condition is a disability, may request accommodations needed to enable him or her to apply for and perform jobs for which they are qualified. This policy is designed to provide the best workplace environment for all employees, whether or not they have "disabilities" protected by the ADA.

Procedure:

When an employee requests a change in the job or working conditions and relates the need to a medical condition, or notifies the company of medical restrictions, the manager or supervisor should begin and document an interactive communications process with the aim of providing the employee with the assistance he or she needs to perform the essential functions of their job. The manager or supervisor should identify the essential functions of the job and work with the employee to understand what accommodations the employee believes would allow him or her to perform the essential functions. The manager or supervisor should then consider if the employee's requested accommodation can be implemented and effectively enable the employee to perform the essential functions of the job, without disrupting or fundamentally altering the nature or operation of the business. If not, the manager or supervisor and the employee should attempt to find alternative accommodations that could be utilized. If unable to arrive at an alternative reasonable accommodation, then human resources should be contacted to determine if other options should be considered.

Roles and Responsibilities:

Applicants: May request reasonable accommodations to assist them in the application process or to enable performance of the essential functions of the position for which they are applying and are otherwise qualified to perform.

Employees: Must let the manager, supervisor, and employee relations know that he or she needs an accommodation or adjustment at work due to a medical condition, in order to perform his or her job.

Supervisors/Managers: Once an employee states that he or she has a medical restriction or requests a change or accommodation and relates that request to a medical condition, the manager or supervisor should begin and document an interactive communication process with the employee. Both should exchange information in an attempt to determine what accommodation would allow the employee to perform effectively the essential functions of their job. Human resources may be consulted. Any request for accommodation that the manager or supervisor intends to deny should be reviewed with human resources prior to communicating a refusal.

Human Resource Professional: Will serve as a liaison between manager, employee/candidate, and the employee's or candidate's physician and will provide input to the employee's or candidate's request for a medical restriction and/or accommodation as it relates to the job requirements and working conditions, when appropriate. Human resources will verify and/or clarify the employee's claim of a medical and/or medical restriction, when necessary, once an accommodation is requested. They will also monitor the need for the restriction beyond the expiration date of the restriction.

Health and Safety: Will recommend ergonomic and other changes to the workplace, if appropriate.

Recruiting: Will assist human resources in identifying potential work assignments for which the employee is qualified. They will also ensure accommodations are made available for the application process.