



Human Resources Work Accommodations

HR (8.304)
Rev. # 0.1

Date 08/24/2023
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Purpose:

Outlines the policies and procedures for providing work accommodation both for disability, religious accommodation and temporary modified duty for employees who are partially disabled due to illness or injuries as well as accommodation for pregnancy and nursing related needs.

Principles & Related Policies:

- 1) ADA/ADAA: We will not discriminate against candidates and employees, regardless of their disabilities or special needs and will provide reasonable accommodation to qualified individuals with disabilities if it does not pose undue hardship on the organization.
- 2) Pregnant Workers Fairness Act: We will provide reasonable accommodation for job applicants and employees with known limitations related to pregnancy, childbirth, and related medical conditions.
- 3) Confidentiality- All information related to an employee's disability or accommodation request will be treated as Confidential medical information, shared only on a need-to-know basis.
- 4) Individualized Approach: Each accommodation request will be evaluated on a case-by-case basis, taking into consideration the unique needs and abilities of the employee.
- 5) Return to work/ Temporary Duty Policy: provide temporary, modified duty for employees who are partially disabled due to illness or injuries, working with Worker's Compensation insurance and physician where appropriate.
- 6) Interactive Process: We will engage in an interactive process with the employee making the request to determine appropriate accommodations that facilitate job performance while maintaining operational requirements.

Procedure:

- 1) Disability & Pregnancy Accommodation Process
 - A) Employees should notify HR or their manager if seeking accommodation within their job related to a disability, pregnancy, or pregnancy/childbirth related medical condition. Managers give the information to HR if they are notified or become aware of someone who needs accommodation.
 - B) HR will work with the employee to document the nature of the disability, pregnancy or childbirth related condition and request for accommodation using the Request for Accommodation form and will review the request promptly and initiate a discussion with the employee. Additional medical documentation or assessments may be requested to better understand the employee's needs.
 - C) HR will follow an interactive process including the employee, manager, and physician (if applicable) to identify potential accommodations that can effectively address the functional limitations while considering the nature of the job and the company's resources.
 - D) Types of Accommodations may include but are not limited to:
 - i) Physical modifications to the work environment
 - ii) Assistive technology or tools
 - iii) Flexible work hours or remote work options
 - iv) Job restructuring or modified duties.
 - v) Additional training or support
 - E) HR will notify the employee and the manager of the decision regarding accommodation and/ or timeline for implementation. HR will ensure any equipment is purchased, or modifications to the



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space made related to approved accommodations. The decision may include an alternative to the requested accommodation that will meet the needs of the employee without undue hardship.

- F) HR will document and review the accommodation periodically to ensure their effectiveness and adjust as needed. Employees and managers are included to provide feedback on the functionality of the accommodation as well as to make improvements or adjustments as needed. Pregnancy accommodations will include an end date.
- 2) Religious Accommodation Process
 - A) Employees should notify HR in writing if they are seeking religious accommodation. The request must include the type of religious conflict and the employee's suggested accommodation.
 - B) HR will work with Management to determine if the requested accommodation can be granted or if it causes undue hardship and will notify the employee if approved.
 - C) Types of Accommodations may include but are not limited to:
 - i) Change to work schedule.
 - ii) Dress or appearance allowances
 - iii) Job restructuring or modified duties.
 - iv) Exemptions from policies
 - v) Additional breaks for prayer
- 3) Nursing Accommodation Process
 - A) Mothers in need of lactation facilities should notify their manager and HR. HR will provide a private space for lactation as well as work with the manager to arrange appropriate breaks.
- 4) Return to Work/ Temporary Duty Accommodation Process
 - A) HR will communicate with Workers' Compensation (WC) insurance representatives as well as employees who are injured under WC to collect information from the physician on restrictions that the employee has as well as timeline for those restrictions.
 - B) HR will communicate those restrictions to the Manager and VPs and determine what special assignments or modified duties will fit the restrictions. If duties or assignments are available, the manager will communicate the new duties to the employee along with the expected time.
 - C) HR will communicate return to work dates and hours back to WC and will document the accommodation in the employee record.
 - D) Employees and managers should closely follow the doctor's restrictions and the time frames.
 - E) Employees must attend all follow up doctor appointments or related physical therapy/medical appointment related to WC injury. The appointment times must be communicated beforehand to the manager.
 - F) Modified duties or assignment may change when the physician re-assesses the injured employee if restrictions change. New restrictions will be followed and may result in new modified duties or assignments.
 - G) Once an employee is cleared by the physician, HR will obtain the release and communicate that to the manager. Employees may resume original work/assignment and may work overtime at that time.