



HARRISBURG TOWNSHIP PARK DISTRICT REASONABLE ACCOMMODATION POLICY

The Harrisburg Township Park District is committed to complying fully with all applicable federal, state, and local laws that are designed to promote reasonable accommodations for qualified persons.

I. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Employee” means any individual in the employ of the District.

“Policy” means this Reasonable Accommodation Policy.

II. POLICY / PROCEDURES

Reasonable Accommodation for Disabilities

The District is committed to complying fully with all applicable federal, state, and local laws that are designed to promote equal opportunity in employment for qualified persons with disabilities. To the extent required by law, the District will make reasonable accommodations for qualified individuals with known physical or mental disabilities, unless doing so would result in an undue hardship as defined by applicable law. Such accommodations may include, but are not limited to, time away from work, modifications to an employee’s work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

Pregnancy and Childbirth

In addition to providing time off for pregnancy, childbirth, and related conditions under its Family and Medical Leave policy, the District will provide reasonable accommodations to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for the District.

Nursing Mothers

The District supports mothers who choose to breastfeed, and will provide reasonable unpaid break time and a suitable private location for expressing milk during the work day, unless doing so creates an undue hardship for the District. The District will also comply with all applicable federal, state, and local laws relating to nursing mothers in the workplace.

Religious Accommodations

The District respects the freedom of religion, and will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case by case basis.

Requesting an Accommodation

If you require a reasonable accommodation for a disability, due to pregnancy, childbirth or a related condition, for religious reasons, or for any other reason provided by applicable law, you should promptly bring the matter to the attention of the Executive Director. The District may require you to provide documentation or information supporting your request. If you seek an accommodation due to a medical condition, the District may also require you to be evaluated by a health care provider designated by the District. If an accommodation is needed, the District will work with you to determine what accommodation is appropriate. The District is generally not required to provide an accommodation that would result in an undue hardship for the District. Additionally, please note that even where the District is required to provide a reasonable accommodation, it is not obligated to provide the specific accommodation that you request if another accommodation would also be effective.

Employees who are granted reasonable accommodations will generally be required to perform all essential job functions and to meet the same performance standards and expectations with respect to those job functions as required of similarly-situated employees, unless otherwise provided by applicable law.

III. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

IV. EFFECTIVE DATE

This Policy becomes effective NOVEMBER 22, 2019.

Richard Rumsey
Richard Rumsey, President

Doug Emery
Doug Emery, Vice President

ATTEST:

11/22/19
Date Signed

Michael Williams
Michael Williams, Secretary / Treasurer