



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Conditions of Employment
Section Number: 3.5
Section Name: Disability Accommodation
Last Revised:

- A. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities of an individual, a record of such impairment or the state of being regarded as having such an impairment. Major life activities include walking, talking, seeing, hearing, breathing, learning or working.

Disabling conditions include, but are not limited to: orthopedic conditions; vision, speech or hearing impairment; cerebral palsy; AIDS; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; and mental retardation; as well as those regarded as having physical or mental impairment, such as severe burn victims. Disabling conditions that are contagious diseases are included so long as they do not pose a current, direct threat to health and safety in the workplace.

- B. The Library will not discriminate against an employee or applicant who has a qualifying disability. The employee or applicant will be treated in the same manner as other employees. If the condition affects the employee's ability to perform the essential functions of the job, the Library will make reasonable accommodation so the employee can perform the essential functions of the job.
- C. An employee with a qualifying disability may work as long as he/she is physically and mentally able to perform the essential functions of the job without undue risk to himself/herself, other employees or the public. If an employee is incapable of performing the essential functions of the job with or without accommodation, he/she may be, in the following sequential order:
1. Transferred to a vacant position where he/she can perform the essential functions of the job, with or without reasonable accommodation;
 2. Placed in a vacant position in a lower pay grade where he/she can perform the essential functions of the job, with or without reasonable accommodation; or,
 3. Discharged due to his/her inability to perform the essential functions of the job.
- D. An employee or applicant with a disability is not required to inform the Library of the condition. However, should the individual require accommodation to perform the essential functions of the job or complete the application and selection process, he/she may discuss any necessary accommodation with the supervisor or the Director.
- E. An employee who requires accommodation must provide the Director with any medical records required to make decisions regarding job assignment and/or accommodation.

- F. The Director may require a licensed practitioner's certification of an employee's ability to safely perform the essential functions of the job. (See **Section 3.3 MEDICAL EXAM**).