

# MENNONITE VILLAGE POLICY & PROCEDURE

---

---

TITLE: Americans With Disabilities Act

PROCEDURE NO: HR 700.22

Accommodations and Non-Discrimination

REPLACES: New

PAGE(S): 2

PREPARED BY: Kristen Gregory

DATE: December 2019

---

---

## PURPOSE:

Mennonite Village is committed to complying with all applicable provisions of all state and federal laws and regulations related to individuals with disabilities. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, or record of disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, Mennonite Village will provide reasonable accommodations to qualified individuals with a disability, as defined by State or Federal regulations, who has made Mennonite Village aware of his or her disability and need for accommodation, provided that such accommodation does not constitute an undue hardship on Mennonite Village. This policy governs all aspects of employment, including recruitment, hiring, compensation, discipline, termination, and access to benefits and training.

## POLICY:

The federal Americans with Disabilities Act and Oregon's Disability laws define a person with a disability as an individual who has a physical or mental impairment that substantially limits one or more major life activities. Oregon has also extended their law to include accommodations for pregnancy.

### Employer Accommodations for Pregnancy

If you need a temporary change to how, when, or where you work due to known limitations relating to pregnancy, childbirth or a related medical condition (including but not limited to lactation), you may request an accommodation under this policy.

Mennonite Village will approve such a request so long as the accommodation requested is reasonable and will not create an undue hardship for Mennonite Village. Mennonite Village will determine on a case-by-case basis whether a requested accommodation is reasonable or would create an undue hardship after considering the nature of the accommodation, the business needs of Mennonite Village and its customers, the needs of Mennonite Village's other employees, Mennonite Village's operations, and Mennonite Village's resources.

Mennonite Village will not deny employment opportunities, take adverse employment action or in any manner discriminate or retaliate against you based on the need to make a pregnancy-related reasonable accommodation. Additionally, Mennonite Village will not require you to accept a reasonable accommodation that is unnecessary to perform the essential duties of your job nor will Mennonite Village require you to accept a reasonable accommodation if you do not have a known limitation. Additionally, Mennonite Village will not require you to take family leave, or any other leave, if Mennonite Village can make a reasonable accommodation to the known limitations.

## **PROCEDURE:**

### **Requesting an Accommodation**

If you have a disability that you believe needs a reasonable accommodation to perform the essential functions of your job, please contact Human Resources. A request for an accommodation should include an explanation of why you require an accommodation, which may include any physical limitations or risks you face in your job, or a description of the difficulties you are having with one or more aspects of your job. Your request may also include a description of the accommodation you are requesting. A request should also include the date when accommodation will become necessary and the expected duration of your need for accommodation. If the end date for your accommodation changes in the future, notify your supervisor and/or Human Resources.

Your supervisor and/or HR will make a determination regarding your request for an accommodation within five business days. However, delays may be caused by waits for medical or other documentation, or necessary information from third parties. You will be kept informed of the status of your request.

Approved accommodations will be implemented as quickly as possible. If your request is denied, you will be given an explanation of the denial. You will also be told if an alternative accommodation has been approved.