

## **STAFF REQUESTS FOR ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT AS AMENDED**

The Board of Education is committed to equal opportunity and nondiscrimination (*Policy 0100 Equal Opportunity*) for staff and students. The Superintendent of Schools or his/her designee is authorized to provide reasonable accommodations for qualified employees who require such in order to perform the essential functions of their job under the provisions of federal and state law.

Under these laws, employees are responsible for notifying the district that an accommodation is needed.

Requests for such accommodations should be made in writing to the District ADA/AA Compliance Officer, and include the following:

- Reasonable documentation showing that the employee has a disability as defined by the ADA/AA,
- A statement describing how this disability impacts job performance ability, and
- A statement of the accommodation the employee is seeking, and explanation of how the accommodation will impact or benefit the disability.

It should be noted that while efforts will be made to comply with specific accommodation requests, some requests might impose an undue hardship on the District. The District will collaborate with the employee to attempt to find a suitable accommodation.

The District will respond in writing to requests for accommodation in a timely manner.

If an employee is dissatisfied with the District's response, complaints or grievances related to this matter shall be pursued in accordance with *Policy 0100 Equal Opportunity* and *Policy 9140.1 Staff Complaints and Grievances*.

***Great Neck Public Schools***

***Adopted: 11/17/14***