

Lifesong Hospice and Palliative Care

Human Resources Policies and Procedures

Individuals with a Disability HR.I15

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| Regulation(s): | Americans With Disabilities Act - see http://www.usdoj.gov/crt/ada/adahom1.htm |
| L-Tag(s): | None |

POLICY: Lifesong Hospice and Palliative Care prohibits discrimination against qualified individuals with a disability in all employment practices, including job application procedures, hiring, firing, advancement, compensation and other terms, conditions, and privileges of employment.

DEFINITIONS:

An individual with a disability is a person who:

- *has a physical or mental impairment that substantially limits one or more of the person's major life activities;*
- *has a record of this type of impairment;*
- *is regarded as having an impairment; or*
- *is associated with a disabled person (such as an employee with a disabled dependent who requires more medical care than most people).*

A qualified individual with a disability is a person who:

- *has a disability as defined above;*
- *meets legitimate skill, experience, education or other requirements of an employment position that s/he holds or seeks;*
- *can perform the essential functions of the position, as outlined in the position job description, with or without reasonable accommodation.*

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate. Reasonable accommodations may include, but not be limited to:

- *making existing facilities used by employees readily accessible to and usable by persons with disabilities;*
- *job restructuring, modifying work schedules, reassignment to a vacant position;*
- *acquiring or modifying equipment or devices; adjusting or modifying training materials or policies; and providing qualified readers or interpreters.*

PROCEDURE:

1. All job interviews are conducted in locations accessible to disabled persons.

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2. Lifesong Hospice and Palliative Care does not make any pre-employment inquiry about a disability or the nature or severity of a disability except about the individual's ability to perform essential job functions as defined in the job description.
3. If an accommodation is requested, the hospice may require the employee to provide a medical certification that substantiates the request.
4. Employee supervisors and the Executive Director consider whether there are modifications or adjustments that can be made to the work environment that would enable the person to perform the essential functions of a position without causing an "undue hardship" for the hospice.
5. Accommodations are made on a case-by-case basis, due to the nature and extent of a disabling condition and the requirements of the job.
6. The hospice has the discretion to choose between effective accommodations and may select one that is least expensive or easier to provide.
7. In the event an applicant or employee refuses to accept a reasonable accommodation that the hospice offers, the individual may be considered not qualified.
8. The hospice recognizes that employees with life-threatening illnesses such as cancer, the HIV virus and AIDS, may wish to continue to work and to engage in normal activities as their condition permits. These employees, like all disabled employees, may work if they are able to meet acceptable job performance standards, with or without reasonable accommodations and as long as medical evidence indicates that their condition is not a direct threat to the health and safety of themselves or the hospice's other employees or patients.
9. When an employee with a disability is unable to perform the present job even with the provision of a reasonable accommodation, consideration is given to reassigning the employee to an existing open position that the employee can perform with or without reasonable accommodation. Reassignment applies only to current employees and not to job applicants.
10. Any employee who believes that he /she has been subjected to discrimination on the basis of a disability or life-threatening illness should immediately raise the issue with his/her supervisor or the Executive Director.

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