

# Workplace Accommodations

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The Library is committed to the goal of ensuring equal employment opportunities to all individuals, regardless of disability or other legally protected status. Reasonable accommodations may not cause an undue hardship upon the Library.

## *Reasonable Accommodations*

A reasonable accommodation may take many forms. In general, it is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability or other legally protected status. The Library will provide such accommodations based on individual necessity without creating precedent.

Examples of accommodations include (but are not limited to):

- making changes in the physical work environment
- providing or permitting the use of certain equipment, aids or services
- making changes in workplace policies
- modifying work schedules
- granting or modifying breaks
- removing and/or substituting marginal job functions
- providing a reassignment to another vacant job which an individual is qualified to perform if accommodation within the current position would pose an undue hardship
- granting time off work due to a flare up of a disability or granting a leave of absence (including extending the duration of leaves of absence provided under the Library's leave policies)

## *Pregnancy*

The Library will also reasonably accommodate those employees who are limited due to pregnancy, childbirth, and related medical conditions, including lactation and the need to express breast milk for a nursing child unless doing so would impose an undue hardship. In such situations, a reasonable accommodation may

include, but is not limited to:

- more frequent or longer breaks
- time off to recover from childbirth
- acquiring or modifying equipment
- providing appropriate seating
- a temporary transfer to a less strenuous or less hazardous position
- job restructuring
- light duty, modifying work schedules
- providing a private space other than a bathroom for expressing breast milk

Employees limited due to pregnancy, childbirth, and related medical conditions will not be required to take leave from work if another reasonable accommodation can be provided.

### *Limitations*

Reasonable accommodations do not include providing personal use items (such as eye glasses, hearing aids, medications, wheelchairs and other items that are used on and off the job) or removal of an essential job function.

### *Requests*

Employees should present requests for accommodation in writing to the Director. Medical information and/or other documentation may be required to substantiate the request.

### *Retaliation prohibited*

The Library strictly prohibits any form of retaliation for making a request for reasonable accommodation. Suspected violations should be reported to the

Library Director immediately. Violations may result in discipline, up to and including termination.