



DEFOREST AREA SCHOOL DISTRICT

Human Resources Department 520 East Holum Street DeForest, WI 53532 (608) 842-6520

Disability Policy

The DeForest Area School District complies with the letter and the spirit of the Americans with Disabilities Act of 1990 (ADA) and the protections provided to individuals with disabilities found in the Wisconsin Fair Employment Act (WFEA), not only in its hiring and employment practices, but also in all other provisions of the Acts, including public access. The ADA prohibits employment discrimination against “qualified individuals with disabilities.” The DeForest Area School District is committed to provide reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process.

In accordance with the American’s with Disabilities Act (ADA), ADA Amendments Act of 2008 (ADAAA) and Wisconsin Fair Employment Act (WFEA), accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants and employees.

In implementing this policy, the District will be guided by the applicable definitions stated in the ADA, ADAAA or WFEA. Employees can refer to the following websites for additional information:

- American’s with Disabilities Act: <http://www.eeoc.gov/types/ada.html>
- Wisconsin Fair Employment Act: http://dwd.wisconsin.gov/er/discrimination_civil_rights/disability.htm

Requests for Reasonable Accommodation

An individual who needs a modified work environment as the result of a disability is encouraged to request a reasonable accommodation orally or in writing from his or her Supervisor or from the Director of Human Resources. To enable the District to keep accurate records, employees seeking an accommodation must follow up an oral request by completing the Disability Accommodation Request Form. Employees requesting a reasonable accommodation will be required to submit medical verification of the need for the accommodation and may be required to sign an Authorization for Release of Medical Records to allow the District to communicate with the employee's health care providers.

The Director of Human Resources is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. The Director of Human Resources will review requests for accommodation. Human Resources will meet with the employee to discuss their accommodation requests and explore accommodation options. Human Resources will implement the appropriate accommodation in a prompt and fair manner. Employees who have been provided reasonable accommodations will be reevaluated periodically to ensure that they are still reasonable and effective.

In the case of communicable diseases such as the Acquired Immune Deficiency Syndrome (AIDS), Hepatitis, Tuberculosis, etc., the District’s response and responsibility will be consistent with the spirit and letter of the ADA and the WFEA. The mere diagnosis of a communicable disease is not, in itself, a basis for the exclusion or termination of an employee. Verbal and/or physical harassment of individuals so infected, or suspected of being infected, will not be tolerated. The District will afford every right and reasonable accommodation under the law to those employees infected by a communicable disease, while at the same time adhering to prescribed health and safety guidelines for such diseases in order to assure and guarantee the rights of all members of the District community.

It is the policy of the District to make a good faith effort to provide any reasonable accommodation necessary to ensure that an otherwise qualified individual may enjoy an equal employment opportunity. Examples of reasonable accommodation include job restructuring, job sharing, modified work schedules, ergonomic modifications or special equipment, a leave of absence, and, in certain circumstances, a job transfer to a vacant position. In order to determine whether a reasonable accommodation exists to ensure that an employee may perform his/her job related responsibilities, the District may require that the employee and his/her treating health care providers submit medical information to the District for its consideration. The District will utilize such medical information to determine whether an accommodation exists to ensure that an employee may perform his/her job related responsibilities and to determine whether such accommodation is reasonable or poses a hardship on the District. In some cases, the District will provide an accommodation on a trial/temporary basis, in order to evaluate whether such accommodation is reasonable or whether it poses a hardship on the District.

For specific information and guidance on reporting a disability or requesting a reasonable work accommodation, employees should contact the Department of Human Resources at 842-6520.