

Americans with Disabilities Act Policy

Human Resources Policy Manual

Section: Compliance

Policy: HR 402 Americans with Disabilities Act (ADA)

Responsible Office: Human Resources

Establishment Date: 08/09/2002

Revision Date: 07/18/2023

Adoption Date: 05/14/2024

Eligibility

This policy applies to all employees and job applicants.

Roles and Responsibilities

Employee Responsibilities: The employee should contact the local Human Resources representative and/or Executive Director or designee to initiate requests for desired disability-related workplace accommodation. It is the employee's responsibility to provide required medical documentation regarding the accommodation request.

Association Designee Responsibilities: The established association designee should begin the interactive process when a request for accommodation has been initiated.

Policy

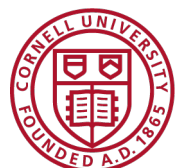
In accordance with the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Amendments Act (ADAAA) of 2008, Section 504 of the Rehabilitation Act of 1973, and the New York State Human Rights Law (NYSHRL), Cornell Cooperative Extension of Madison County provides a reasonable accommodation to qualified individuals with disabilities including employees and job applicants, unless it imposes an undue hardship on the association. A qualified individual who needs a reasonable accommodation to perform the essential functions of the employment position should contact the local Human Resources representative and/or Executive Director or designee. In addition, the association prohibits discrimination or harassment based on an individual's disability or a person's relationship or association with a disabled individual. The association designee will begin the interactive process with the individual to navigate the optimal solution(s), including developing strategies for reasonable accommodations. The association may deny such request in the event that the solution presents an undue hardship to the association's operation.

Key Definitions

The following definitions apply to terms used for the purposes of this policy:

Applicant: a person who completes the application process via an approved mechanism of employment as designated by Cornell Cooperative Extension.

Employee: an individual employed by the association and compensated through Cornell University's Payroll system.



Disability: an individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Essential Function: as defined by the United States Equal Employment Opportunity Commission (EEOC), essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Interactive Process: a good faith, collaborative effort between the employee and the association to discuss the need for a reasonable accommodation and identify effective accommodation solutions.

Qualified Individual: as defined by the EEOC, a person who meets legitimate skill, experience, education, or other requirements of an employment position that the individual holds or seeks, and who can perform the "essential functions" of the position with or without reasonable accommodation.

Reasonable Accommodation: any change in the work environment (or in the way things are usually done) to help a qualified individual with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Undue Hardship: as defined by the Department of Labor (DOL), significant difficulty, including accommodations that are overly extensive or disruptive, or which could impact the actual running of a business.

Workplace: the workplace includes the office, work sites, business meetings, business-related travel, or another work location while representing the association.