

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Americans with Disabilities Act	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 12/10/14	
<b>REVIEW DATE:</b> 4/8/25	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Manager	<b>CEO APPROVAL DATE:</b> 5/7/25 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network will comply with all applicable provisions of the Americans with Disabilities Act ("ADA").

### **PURPOSE**

This policy provides guidelines and procedures for employees and candidates for employment who are requesting an accommodation due to a qualifying disability as defined by the Americans with Disabilities Act "ADA."

### **DEFINITIONS**

1. **Disability** - A person is "*disabled*" under this policy if that person has a physical or mental impairment that substantially limits him or her in one or more major life activities
2. **Essential Job Functions** - The basic job duties that an employee must be able to perform in his or her assigned job, with or without reasonable accommodation. Factors to consider in determining if a function is essential include: (a) whether the reason the position exists is to perform that function, (b) the number of other employees available to perform the function or among whom the performance of the function can be distributed, (c) the degree of expertise or skill required to perform the function, (d) the time spent performing a function, and (e) the consequences of not requiring that an employee perform a function.
3. **Qualified individual with a Disability** - An employee or candidate with a disability who has the necessary skill, education, experience and other job-related requirements to perform the essential functions of a position with or without a Reasonable Accommodation.
4. **Reasonable Accommodation** - Reasonable Accommodation is any modification or adjustment to a job, job schedule or the work environment that will enable a qualified candidate or employee with a disability to participate in the application process or to perform essential job functions or enjoy other benefits of employment without imposing an undue hardship on NorthCare Network or imposing a direct threat of safety to the individual or others in the workplace.

5. **Undue Hardship** - The point at which an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business.

## **REFERENCES**

- Americans with Disability Act
- ADA Reasonable Accommodation Request Form

## **HISTORY**

NEW POLICY 1/1/15

REVISION DATE: 6/20/17, 4/6/18, 2/12/19, 10/29/20, 8/17/23, 6/13/24, 4/8/25

REVIEW DATE: 12/3/14, 10/16/15, 8/21/16, 6/20/17, 4/6/18, 2/12/19, 12/1/19, 10/29/20, 1/27/22, 8/17/23, 6/13/24, 4/8/25

CEO APPROVAL DATE: 12/3/14, 11/9/15, 8/21/16, 7/13/17, 5/10/18, 3/14/19, 12/3/19, 11/3/20, 2/1/22, 9/5/23, 7/2/24, 5/7/25

BOARD APPROVAL DATE: 12/10/14

## **PROCEDURES**

NorthCare Network does not discriminate against any qualified employee or applicant regarding terms or conditions of employment because of an individual's disability or perceived disability as long as the employee can perform the essential functions of the job.

Consistent with this practice of nondiscrimination, NorthCare Network will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made NorthCare Network aware of his or her disability, provided that such accommodation does not constitute an undue hardship on NorthCare Network. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the HR Manager. NorthCare Network encourages individuals with disabilities to request reasonable accommodations.

### **Procedure for Requesting an Accommodation:**

Upon receipt of an accommodation request, the HR Manager will meet with the employee and begin the interactive process. The employee will complete the ADA Reasonable Accommodation Request Form. If applicable, NorthCare Network may request that the employee's medical provider provide additional information regarding the disability and recommendations for accommodations.

NorthCare Network will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, outside funding, NorthCare Network's overall financial resources, and the accommodation's impact on the operation of NorthCare Network, including its impact on the ability of other employees to perform their duties and on NorthCare Network's ability to conduct business.

NorthCare Network will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the CEO. If the request on appeal is denied, that decision is final.

The ADA does not require NorthCare Network to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy/procedure or believes that he or she has been discriminated against based on a disability should notify the HR Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.