

402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact John Landgaard, Superintendent, 1117 Marine Ave., Worthington, MN 56187, 507-372-2172, john.landgaard@isd518.net. This individual is the school district's appointed ADA/Section 504 coordinator.
- E. Disability Accommodation. The school district will provide reasonable accommodation to enable a qualified applicant with a disability to perform the essential functions of the job which he/she is seeking and to enable a qualified employee with a disability to perform the essential functions of a job currently held. For example, modifications or adjustments may be required in the work environment, in the manner or circumstances in which the job is customarily performed, or in application of employment policies. Each accommodation request will be handled on a case-by-case basis and consistent with the requirements of the ADA.
- F. Procedure for Requesting Accommodation. Individuals with disabilities may make requests for reasonable accommodation to John Landgaard, Superintendent, 1117 Marine Ave., Worthington, MN 56187, (507) 372-2172, john.landgaard@isd518.net. Upon receipt of an accommodation request, the

Superintendent or his/her designee will coordinate one or more meetings with the requesting employee to discuss and identify potential accommodation(s). Upon consideration of an accommodation request, the Superintendent will inform the employee of the decision of the school district on the accommodation request and/or on how to make the accommodation.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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