

Employment of Handicapped Persons

In order to fulfill its commitment of nondiscrimination to those with handicapping conditions, the following conditions prevail:

- A. No qualified handicapped person shall, solely by reason of a handicap, be subjected to discrimination, and the district shall not limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a handicap. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
- B. The district shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or staff member unless it is clear that an accommodation would impose undue hardship on the operation of the district program. Such reasonable accommodations may include:
 - 1. making facilities used by staff readily accessible and usable by handicapped persons and
 - 2. job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of accommodation.

- C. The district shall not make use of any employment test or criteria that screens out handicapped persons unless:
 - 1. the test or criteria is clearly and specifically job-related and/or
 - 2. alternative tests or criteria that do not screen out handicapped persons are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a handicap or as to the nature and severity of any such handicap, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a handicap may initiate a complaint through the district's affirmative action officer.

Legal Reference:

29 U.S.C. 706
Title 45

United States Constitution
Code of Federal Regulations, Part 84

Adopted September 24, 1987