
Americans with Disabilities Act (ADA)

Effective: December 1, 2018

Revised: _____

A. PURPOSE:

- A. In accordance with the provisions of the Americans with Disabilities Act (ADA) and any other relevant federal, state, or local laws and regulation, West Chester Township provides all services, activities, programs, and employment opportunities without discrimination on the basis of disability. Accordingly, the Township is committed to reasonably accommodating qualified employees and /or qualified job applicants with disabilities to enable them to most efficiently and safely perform the essential functions required by their job or to fill the vacated position.

II. SCOPE:

- A. The Human Resources Office (HR) is designated as the ADA Coordinator and is responsible for ensuring ADA compliance for every West Chester Township employee and/or job applicant

III. POLICY:

- A. Employees and/or applicants who have questions or comments concerning the ADA and/or the Township's adherence to the ADA should bring those questions or comments to the attention of HR.
- B. Employees with disabilities have a responsibility to inform their supervisor and HR regarding their requests and recommendations to improve access or make reasonable accommodations pertaining to their employment. Any supervisor so notified of a request for accommodation should promptly convey that request or need for accommodation to HR.
- C. In appropriate circumstances, HR with approval of the Township Administrator will authorize reasonable accommodations for qualified employees or applicants for employment with disabilities. Such accommodations may include:
 - 1. Job restructuring, including modifying the work schedule or duties of the position held;
 - 2. Acquiring or modifying materials or policies;
 - 3. Adjusting or modifying equipment or devices;
 - 4. Providing qualified readers or interpreters, or other adaptive equipment;

5. Job reassignment to a vacant position in which an employee with a disability is able to perform the essential functions of the job;
 6. Taking actions to permit access to non-work areas used by employees such as break rooms, meeting rooms, restrooms, etc.; and
 7. Considering similar accommodations that may have been made for other individuals with disabilities, within or outside the workplace, as long as the accommodation does not impose an undue hardship on the Township.
- D. Employees or applicants who feel they have experienced discrimination in violation of this policy should immediately inform HR of their experience. It is the responsibility of HR to investigate such complaints and determine, with the advice and consent of the Township Administrator and Board of Trustees, the appropriate action to be taken.
- E. In the event the employee and/or applicant allege that HR is involved in a violation of this policy, the employee should immediately inform the Township Administrator of his/her experience. In such cases it will be the responsibility of the Township Administrator to investigate the complaint and determine the appropriate action to be taken.
- F. Employees and applicants for employment are protected from coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to HR and will, if validated, be grounds for disciplinary action, up to and including termination.
- G. The Township Administrator is authorized to make interpretations of this policy. The Human Resources Office is responsible for implementing this policy, including but not limited to, the resolution of reasonable accommodation(s), safety/direct threat and undue hardship issues. Each request is and will be evaluated on an individual, case by case basis.