

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY

POLICY NUMBER: 4.120 (NEW)

POLICY TITLE: Reasonable Accommodation of Disabled Individuals

ADOPTION/LAST REVISION: Adopted July 15, 2021

PURPOSE:

The purposes of this policy are to 1) comply with the requirements established by the Federal Americans with Disabilities Act and Wisconsin Civil Rights Protection to Qualified Persons with Disabilities and 2) clearly set forth the intention of the Everett Roehl Marshfield Public Library to provide reasonable accommodations for disabled individuals.

POLICY:

The Everett Roehl Marshfield Public Library is committed to equal employment opportunity and is willing to make certain reasonable accommodations to disabled candidates for Library positions and/or to disabled employees unless it can be shown that the accommodation would cause undue hardship. Reasonable accommodation is defined as a logical adjustment made to a job and/or the work environment that enables a qualified disabled person to perform the duties of that position. Accommodations will be considered on a case-by-case basis taking into consideration the applicant's or employee's abilities as well as the specific disability and limitations, the essential duties of the particular job, the work environment, and the reasonableness of the proposed accommodation. The types of accommodations that will be considered include but are not limited to:

- Modifying a written exam or other test procedure.
- Adjusting work schedules.
- Restructuring a job.
- Making facilities accessible.
- Reassigning and retraining employees.

Reference: City of Marshfield Policy 3.120