



BOROUGH OF HANOVER

ADOPTED MARCH 24, 2021

AMERICANS WITH DISABILITIES (ADA) POLICY

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and employees with disabilities or who are perceived to have a disability. It also requires employers to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job functions of the position. The ADA also prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of state and local governments.

The Borough complies with all applicable laws concerning facility and program accessibility, as well as all applicable laws concerning the employment of individuals with disabilities. The Borough acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). The Borough does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When a job applicant with a disability requests accommodation that can be reasonably provided without creating an undue hardship or causing a workplace safety risk, he or she will be given the same consideration for employment as any other applicant.

The Borough will attempt to reasonably accommodate qualified individuals (candidates and employees) with disabilities so that they can perform the essential functions of a job, unless the requested accommodations result in a direct threat to the safety or well-being of the individuals or others in the workplace that cannot be eliminated by reasonable accommodation or the requested accommodations create an undue hardship to the Borough.

Requests for accommodation must be submitted to the Borough Manager in writing and must include the following information:

- (1) the reason the individual believes he/she needs an accommodation, including a statement of the limitations and restrictions imposed by the disability;
- (2) the job duties or assignments the individual is having difficulty performing;
- (3) a description of the accommodations requested by the individual; and
- (4) a statement as to how accommodations will help the individual perform his or her essential functions.

All of this information will be fully discussed during the interactive process. Information regarding the interactive process for determining reasonable accommodations shall be posted in the workplace.

The Borough has the right to request medical information concerning the individual's disability and need for an accommodation. Any medical information received as a result of a request for a reasonable accommodation will be kept confidential and separate from employee personnel files.

The Borough Manager is responsible for implementing this policy, including the resolution of reasonable accommodation, safety, direct threat and undue hardship issues. Contact the Borough Manager with any ADA-related questions, requests for accommodation, or complaints.