

## **ACE-R**

### **Winnisquam Regional School District Americans with Disabilities Amendments Act (ADAAA)/504 Policy**

Winnisquam Regional School District is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodation to qualified applicants and employees to allow them to perform essential job duties and to allow the equal enjoyment of benefits and privileges of employment. In general, it is the employee's responsibility to notify the Building Principal or the Director of Human Resources of the need for an accommodation for any physical or mental disability which substantially limits a major life activity.

If an employee asks for legal protection under the Americans with Disabilities Amendments Act (ADAAA)/504 they must provide the District with a written medical certification stating that he/she is disabled for non-obvious disabilities. In certifying whether the person is disabled under the ADAAA, the physician should be given the ADAAA definition of the disability and a list of the essential job functions (including a copy of the current job description if available). The certification must also answer the following questions:

1. Are you disabled under the ADAAA/504?
2. What limitations do you experience?
3. How do these limitations affect your job performance?
4. What specific job tasks are problematic as a result of these limitations?
5. What accommodations do you believe are available to reduce or eliminate these limitations?

All medical information will be treated as confidential in accordance with the Americans with Disabilities Amendments Act (and/or RSA 354-A). The District will consider all requests for accommodations in good faith and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee to perform the essential functions of the job without imposing an undue hardship on the District. The District will not tolerate any retaliation against anyone requesting accommodation. If an employee believes that he/she is being subjected to retaliation, the employee should contact the Building Principal or the Director of Human Resources so that the complaint can be investigated.

#### **ADAAA Definitions:**

##### **DISABILITY:**

- A)** A physical or mental impairment that substantially limits one or more major life activities of such individual;
- B)** A record of such an impairment; or
- C)** Being regarded as having such impairment

##### **Major Life Activities**

In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

##### **Major bodily functions**

A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

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