

# **4014-R Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act**

## **REASONABLE ACCOMMODATION PROCEDURE**

### **How to Request an Accommodation**

Employees or applicants seeking a reasonable accommodation may submit a request to their supervisor, building principal, or the District's 504/ADA Coordinator. Requests should describe the nature of the disability, the job-related limitations, and any suggested accommodations.

Once the District obtains knowledge of an affirmative action or statement by an employee or applicant signifying a need for accommodation in completing important or essential job or job application functions, due to an actual or perceived physical, mental or emotional disability, the District will commence the Interactive Process described below, which is an informal exchange of information and ideas relating to the request. The Interactive Process allows the District and employee or applicant to gain and share information relevant to the request.

#### **1. Interactive Process**

Upon receiving a request, the District will engage in an interactive process with the individual to:

- Confirm disability and whether eligibility under disability laws;
- Identify the essential functions of the position
- Determine whether employee/applicant, with or without accommodation, is capable of successfully executing the essential functions of the position
- Identify functional limitations and possible accommodations;
- Evaluate potential accommodations for effectiveness and feasibility; and
- Determine whether an available reasonable accommodation exists that does not impose an undue burden on the District.

Supporting medical documentation may be requested to verify the disability and need for accommodation.

For job applicants, modifications may be necessary for the application process, test, or examination and should be considered if requested and not unduly burdensome. If an applicant is determined to be the best candidate for the position and receives and accepts a job offer, the District will consider further accommodation issues as applicable to employees.

#### **2. Determination and Implementation**

The District will issue a timely written decision granting or denying the accommodation request. If approved, the accommodation will be implemented promptly. If denied, the

decision will include a determination of whether a disability exists, reasonable accommodations considered, and whether the accommodations create an undue burden to the District and any alternatives considered.

**3. Confidentiality**

All medical information and documentation related to a disability accommodation request shall be treated as confidential and stored separately from personnel records, in accordance with the ADA and applicable law.

**4. No Retaliation**

The District prohibits retaliation against any employee or applicant who requests a reasonable accommodation or who asserts rights under applicable disability laws (42 U.S.C. § 12203).

**Enforcement and Grievances**

Employees or applicants who believe they have been subject to discrimination or denied a reasonable accommodation may file a complaint with the District's 504/ADA Coordinator. Formal complaints may also be submitted through the District's grievance process or to appropriate federal agencies, including the Equal Employment Opportunity Commission (EEOC) or the Office for Civil Rights (OCR).

**Contact Information**

For questions or to make a request under this policy, contact:

Human Resources Manager  
1000 W. Eighth Street  
Gillette, WY 82716  
(307) 682-5171

ADOPTION DATE: July 16, 2025

LEGAL REFERENCE(S): Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973

CROSS REFERENCE(S): 4012, 4014

ADMINISTRATIVE REGULATION: