

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

511-Rule (2)

PROCEDURES FOR EMPLOYEE ACCOMMODATIONS UNDER SECTION 504

Definitions

For purpose of interpreting the School District's policy regarding discrimination on the basis of handicap (Section 504), the following definitions are summarized:

1. "Handicap" is a physical or mental impairment that substantially limits one or more life activities of a person. Any person who actually has such an impairment is a person with a "handicap" under these procedures.
2. "Qualified handicapped person" is a person with a handicap who, with respect to employment, can with reasonable accommodation, perform the job in question.

Employment

1. The District shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless it is clear that an accommodation would impose an undue hardship on the operation of a District program. Such reasonable accommodations may include:
 - a. Making facilities used by employees readily accessible to and usable by handicapped persons; and,
 - b. Job structuring, part-time or modified work schedules, acquisition or modification or interpreters, and other similar actions.

In determining whether or not an accommodation would impose an undue hardship on the District, factors to be considered include the nature and cost of the accommodation. However, the District may not deny any employment opportunity to a qualified handicapped employee or applicant solely on the basis of the need to make reasonable accommodation.

2. The District shall not make use of any employment test or criteria that screens out handicapped persons unless:
 - a. The test or criteria is clearly specifically job related; and,
 - b. Alternative tests or criteria that do not screen out handicapped are not available.
3. While the District may not make pre-employment inquiry as to whether an applicant has a handicap or as to the nature and severity of any such handicap, it may inquire into an applicant's ability to perform job related functions.

Health, Welfare and Social Services

Any programs of health, welfare and social services for employees offered by the District shall be provided to qualified handicapped persons on a nondiscriminatory basis.

CROSS REF: 511, Equal Opportunity Employment
511-Rule(1), Employment Discrimination Complaint Procedures

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