



Children's Hospital Colorado

MANUAL/DEPARTMENT	HUMAN RESOURCES
ORIGINATION DATE	JULY 2012
LAST DATE OF REVIEW OR REVISION	
APPROVED BY	<i>William A. Weirich</i>

TITLE: REQUESTS FOR ACCOMMODATION

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PURPOSE

To establish guidelines for responding to requests for reasonable accommodation from employees of Children's Hospital Colorado (Children's Colorado) and applicants for employment at Children's Colorado in accordance with the Americans with Disabilities Act and other related federal, state and local laws regarding equal opportunity in employment.

GENERAL INFORMATION/DEFINITIONS

Eligibility:	All employees and job applicants.
Disability:	For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

GUIDELINE

- I. Children's Colorado is committed to the fair and equal employment of people with disabilities.
- II. To the full extent required by the Americans with Disabilities Act (ADA), Children's Colorado intends to provide equal employment opportunities to all employees and job applicants regardless of disability.
- III. This guideline applies to all aspects of employment including, but not limited to, recruitment, selection, hiring, training and development, educational assistance, compensation and benefits, social and recreational programs and activities, promotion, demotion, disciplinary actions, discharge, job elimination, lay-off and recall from lay-off.
- IV. Persons with disabilities who are in need of accommodations are encouraged to discuss their needs with their Manager, Human Resources or Occupational Health Services.

PROCEDURE

- I. Children's Colorado will make reasonable accommodations for qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the ADA, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job.
- II. Any employee, who has a disability and requires one or more reasonable accommodations in order to perform the essential functions of his/her job, may request such accommodations. To initiate a request for accommodation, the employee must complete an ADA Reasonable Accommodation Request Form and a Health Information Release Waiver, and submit the documents to Human Resources.
- III. The employee does not need to disclose details of the disability to his/her supervisor, but the supervisor will be notified of the request for accommodation. All information regarding an individual's or applicant's disability and the reasonable accommodation request is confidential; however members of HR and Occupational Health Services may be privy to medical information in order to assess requests for, implement, or monitor accommodations. Any documentation

will be kept confidential and separate from the individual's departmental personnel file. Please note that this information will be kept as a permanent occupational health record.

- IV. Any job applicant, who has a disability and requires reasonable accommodations to participate in the interview or hiring process, may request such accommodations. To initiate a request for accommodation, the job applicant should make the request to the hiring manager or the recruiter.

RESPONSIBILITY

To ensure that this guideline is followed, Management and Administration are expected to:

- A. Support, without reservations, Children's Colorado's commitment to equal employment opportunity. Leaders who do not comply with this guideline will be subject to disciplinary action up to, and including, termination of their working relationship with Children's Colorado.
- B. Familiarize themselves with this guideline and any information distributed by Human Resources regarding equal employment opportunity or applicable anti-discrimination laws.
- C. Communicate and explain this guideline to the persons whom they supervise in their respective departments.
- D. Consider the requirements of applicable laws regarding equal employment opportunity when carrying out their management responsibilities.
- E. Promptly report problems or concerns regarding compliance with these guidelines to Human Resources.

RELATED DOCUMENTS/REFERENCES

ADA Reasonable Accommodation Procedure
[Equal Opportunity Employment guideline](#)
[Discrimination/Harassment guideline](#)
[Recruitment and Selection guideline](#)

REVIEWED BY

Human Resources Guideline Committee
Senior Management and Executive Team

