

Employee Accommodation Policy Template

Purpose:

This policy outlines the procedures and guidelines for accommodating employees with disabilities in the workplace.

Scope:

This policy applies to all employees, including full-time, part-time, and temporary employees.

Policy:

1. We are committed to providing reasonable accommodations to employees with disabilities to ensure they can perform their job duties effectively.
2. Employees who require accommodations should submit a request to HR along with documentation of their disability.
3. HR will engage in an interactive process with the employee to determine the appropriate accommodations.
4. Accommodations may include modifications to the work environment, job duties, or work schedule.
5. HR will make every effort to provide accommodations in a timely manner.
6. Employees are encouraged to communicate any accommodation needs to HR as soon as possible.
7. HR will maintain confidentiality regarding employee disability information.
8. Employees who believe they have been denied a reasonable accommodation may file a complaint with HR.
9. HR will review all accommodation requests and complaints on a case-by-case basis.

References:

- *Americans with Disabilities Act (ADA)* - <https://www.ada.gov/>
- *Equal Employment Opportunity Commission (EEOC)* - <https://www.eeoc.gov/>
- *Job Accommodation Network (JAN)* - <https://askjan.org/>