



AMERICANS WITH DISABILITIES ACT POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To provide employees with appropriate guidelines regarding compliance with the Americans with Disabilities Act (ADA) of 1990, The Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and Federal and State of Wisconsin law.

Policy:

The City is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990, The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Federal and State of Wisconsin law. It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such an individual's disability, or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, ADAAA, and Federal and State of Wisconsin law who has made the City aware of their disability, provided that such accommodation does not constitute an undue hardship on the City.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department so that the "interactive process" (process for the City and individual requesting the accommodation to engage in discussing physical or mental abilities and limitations as they relate to the job's essential functions and to determine possible job accommodations) may begin. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

It is the policy of the City of Wisconsin Rapids to provide a review process to job applicants of the City who have a qualifying disability under ADA and to current employees who become disabled while in the employment of the City. If such disabled job applicant or employee is qualified for the position and has been rejected due to their disability, or a reasonable accommodation is refused, the job applicant/employee may appeal the decision to the ADA Advisory Subcommittee for review. The purpose of this review shall be to find a mutually acceptable solution to both parties.

Procedures:

1. On receipt of an accommodation request, either verbally or in writing, the Human Resources Manager and the employee's supervisor will meet and engage in the "interactive process" with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome the limitations. An "Accommodation Request" form should be

completed.

2. All requests for accommodation will be reviewed on a case-by-case basis and the City may provide a reasonable accommodation that allows the qualified individual with a disability to achieve the same level of job performance as other similarly skilled employees. The City is not obligated to provide an accommodation that causes an undue hardship on the City. The City will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to: the nature and cost of the accommodation, the City's overall financial resources and organization, the accommodation's impact on the operation of the City, the accommodation's impact on the ability of other employees to perform their duties, and the City's ability to conduct business. Types of accommodations that will be considered, but not limited to, are: Modifying a written exam or other test; adjusting work schedules; restructuring a job; reassignment to a vacant position; making facilities readily accessible; acquiring or modifying equipment or devices; training material or policies, and/or providing qualified readers or interpreters.

3. The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal the decision to the ADA Advisory Subcommittee for review.

4. The ADA Advisory Subcommittee will meet with the applicant/employee, and the Human Resources Manager or City representative, to determine the facts and make a recommendation to the applicant/employee and the City Human Resources Committee.

5. The recommendation of the ADA Advisory Subcommittee shall not be binding on either party, and either party may pursue the matter through other legal courses.

6. The ADA does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.