

Policy No. 824

Section OPERATIONS

Policy Guide

Title ADA EMPLOYMENT

Adopted AUGUST 21, 1989

Revised MARCH 19, 2001

<p>1. Purpose</p>	<p style="text-align: center;">POLICY NO. 824 ADA EMPLOYMENT POLICY (AMERICANS WITH DISABILITIES)</p> <p>It is the policy and practice of Keystone Oaks School District to comply fully with the Americans with Disabilities Act and ensure equal opportunity in employment for all qualified persons with disabilities. Keystone Oaks School District is committed to ensuring nondiscrimination in all terms, conditions and privileges of employment. All employment practices and activities, whether provided or conducted by Keystone Oaks School District or another entity on our behalf, will be conducted in a nondiscriminatory basis.</p> <p>Recruiting, advertising, and job application procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, applications are available in alternative, accessible formats, as is assistance in completing the application. Preemployment inquiries are made only regarding an applicant's ability to perform the duties of the position, not any disabling condition.</p> <p>Pre-employment physical examinations are required only for those positions in which there is a bona fide job-related physical requirement, and</p>	
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are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all employees and applicants. Work sites will be accessible. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

All fringe benefits, whether provided or administered directly by Keystone Oaks School District or another entity on our behalf, must be accessible to persons with disabilities. Training, apprenticeship programs, conferences, professional meetings, as well as financial support and leave for them will be available to all employees. Recreational and social activities sponsored by Keystone Oaks School District will be accessible to all employees.

Keystone Oaks School District is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with a person with a disability.

Keystone Oaks School District will follow any state or local law that provides individuals with

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disabilities greater protection than the Americans with Disabilities Act.

2. Authority

This policy is neither exhaustive nor exclusive. Keystone Oaks School District is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.