



Albert Einstein College of Medicine

# Disability Accommodation Policy

## I. Purpose

Einstein is committed to prohibiting discrimination against individuals with disabilities. It is the policy of Einstein to endeavor to provide a reasonable accommodation to its employees and applicants for employment so that individuals with disabilities may perform the essential job duties of the position and enjoy equal access to all employment opportunities.

In addition, Einstein will endeavor to provide reasonable accommodation to address the needs of an employee for her pregnancy, childbirth or related medical condition without necessitating that the employee's limitations qualify as a disability to be protected.

## II. Scope

This Policy applies to all Einstein employees and job applicants.

## III. Policy

### A. Establishing Eligibility

Employees and applicants for employment must be qualified to perform the essential functions of the job with or without reasonable accommodation. An individual who has requested a reasonable accommodation must provide documentation from a certified health care provider that is sufficient to establish the existence of the qualifying disability and the need for the accommodation. The information provided must describe the nature, severity, and duration of the impairment; the activity or activities the impairment limits; the extent to which the impairment limits the individual's ability to perform the activity or activities; and substantiate the need for the reasonable accommodation. The applicant or employee must bear the costs associated with obtaining and providing this information to Einstein.

Einstein may require an applicant or employee to undergo further testing or evaluation by a certified health care provider to verify or further establish the claimed disability or the need for an accommodation. The cost associated with such an evaluation will be at Einstein's expense.

The need for a reasonable accommodation may, and often does, change. Therefore, a staff or faculty member who receives a reasonable accommodation may be required to establish their eligibility for an accommodation annually or more frequently, as may be appropriate.

### B. Requesting Accommodations

To request a reasonable accommodation, an Einstein employee should complete and submit a Disability and Pregnancy Accommodations Form to the Vice President for Human Resources.

An applicant who seeks a reasonable accommodation for the job application process should contact the Vice President for Human Resources.

The employee must provide medical documentation via the Disability Accommodations Health Care Provider Release Form, and the Disability Accommodations Health Care Provider Statement Form, to be completed by a certified health care provider, and sent to the attention of the Vice President for Human Resources Officer (see Establishing Eligibility section above.)

The Vice President for Human Resources or their designee will review all accommodations requests, along with the supporting documentation, from employees and applicants. To the extent permitted by law, the Vice President for Human Resources or their designee may consult with the individual's health care provider, Einstein's own medical professionals and such other Einstein personnel, including General Counsel, in order to fully evaluate the accommodations requests.

The Vice President for Human Resources will process requests for accommodations and, where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner. The designated department shall implement the accommodation and such funding for a reasonable accommodation will be handled in the same manner as any other departmental expenditure. If accommodations other than the one requested by the employee or applicant are determined by the Einstein to be reasonable, Einstein will, as may be appropriate, consider the employee or applicant's preference. The final determination as to the reasonable accommodation to be implemented will remain with Einstein. When it is determined that an accommodation will not be offered, an explanation will be provided to the individual in writing.

Einstein will endeavor to provide accommodations where possible, provided its determined that the accommodation would not result in an undue hardship to Einstein or pose a direct threat of substantial harm to the health or safety of the applicant, employee or others.

### **C. Confidentiality**

All information and documentation acquired in relation to requests for reasonable accommodations will be kept confidential to the extent required and permitted by law. Confidential information will only be made available to others on a need to know basis.

### **D. Complaint Procedure**

If an employee believes that they have been discriminated against on the basis of a disability or pregnancy, they should refer to the internal complaint process set forth in Einstein's Non-Discrimination and Anti-Harassment Policy. Any additional questions regarding this policy should be forwarded to the Department for Human Resources.

### **E. Forms**

The following forms are available on the [Human Resources website](#):

- [Disability Accommodations Request Form](#)
- [Disability Accommodations Health Care Provider Release Form](#)
- [Disability Accommodations Health Care Provider Statement Form](#)

**IV. Definitions**

None.

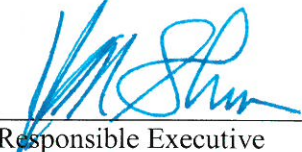
**V. Effective Date**

Effective as of: 16 May 2016.

**VI. Policy Management and Responsibilities**

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

**VII. Approved (or Revised)**

 \_\_\_\_\_ 21 Feb '18  
Responsible Executive Date

**Jed M. Shivers**  
**Associate Dean for Finance and Administration**