



## **Reasonable Accommodation Policy**

Preload's policy is to fully comply with the reasonable accommodation requirements of the Americans with Disabilities Act and other applicable federal, state, and local laws. Preload is committed to providing reasonable accommodations to qualified individuals with known disabilities to enable them to perform the essential functions of the position held or desired, to participate in the application process or to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities. To obtain reasonable accommodation, an applicant or employee should inform Preload of the existence of a disability, the disability related limitation(s) or workplace barrier(s) that need to be accommodated, and, if known, the desired reasonable accommodation.

### **Requests for Reasonable Accommodation**

A request for reasonable accommodation may be oral or written. All requests for reasonable accommodation should be submitted to the Human Resources Department or to the employee's supervisor. For recordkeeping purposes, the Organization requires that all employees requesting reasonable accommodations complete and return an accommodation request form to Human Resources. The processing of requests will not be delayed while an employee completes these forms.

Preload may request and review reasonable documentation, including medical documentation, in support of a request for reasonable accommodation. Documentation will be requested if the disability and need for accommodation is not obvious, where sufficient information regarding the disability and need for accommodation has not been provided, to confirm that reasonable accommodation is medically appropriate, or to identify alternative accommodation that may be sufficient. Any request for medical documentation will be specific and limited to documentation about the individual's disability, its expected duration, the functional limitations for which reasonable accommodation is sought, and information about medically appropriate accommodation.

Employees should submit any requested medical documentation to Human Resources, not their supervisor. Employees are responsible for providing complete, timely and sufficient documentation, generally within one week of the request. If it is not practical to do so within this time period, despite the employee's diligent efforts, the employee must inform Human Resources of (1) the efforts the employee has made to date; (2) the reasons the employee has been unable to obtain the requested information; and (3) a date by which the employee expects to be able to provide the requested information. Preload may waive its right to obtain timely, complete, and/or sufficient documentation whenever it deems it appropriate to do so and may deny a request for accommodation where employees unreasonably fail to timely provide complete and/or sufficient documentation.



Requests for accommodation will be considered on a case-by-case basis and as expeditiously as possible. Preload is not required to provide an employee's requested accommodation and reserves the right to provide alternative accommodation that is equally effective. A requested accommodation may be rejected when not required by law, such as when, for example, it would impose an undue hardship on the business, or if it would not be sufficient (or not necessary) to enable the employee to perform the essential functions or the job.

### **Confidentiality of Medical Information**

All requests for reasonable accommodation, related documentation and any medical or disability-related information provided will be treated as confidential medical records and maintained in a separate medical file. Individuals who have access to this information may not disclose it, except as follows: • Managers and supervisors who need to know may be told about any necessary work restrictions and accommodation(s) • Government officials may be given the information necessary to investigate compliance with applicable law • The information may be disclosed to workers' compensation or insurance carriers in certain circumstances • Emergency or first-aid personnel may give access to the information when medically necessary; and Preload employees may be provided the information for recordkeeping or affirmative action purposes or to evaluate the processing of reasonable accommodation requests.

Employees who fail to maintain the confidentiality of the medical records or information of other employees will be subject to disciplinary action, up to and including termination of employment.

### **Internal Review of Decisions Denying Reasonable Accommodations**

Employees may request that any decision to deny a request for reasonable accommodation be informally reviewed. To request reconsideration, employees should submit a written request to Human Resources within ten business days of the initial decision. The request should explain the reasons the employee believes the request should be granted.