



**POLICY: Individuals with Disabilities**

<i>Original Implementation Date:</i>	7/2016	<i>Date Reviewed/ Revised:</i>	3/25/20	<i>Area of Responsibility:</i>	Compliance	<i>Version:</i>	2
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**PURPOSE:** Sun Health complies with the Americans with Disabilities Act Amendments Act (ADAAAAA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Sun Health also provides reasonable accommodation for such individuals in accordance with these laws.

**POLICY:** It is our policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that team members with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations only when justified by business necessity.
3. Retain the right to request documentation from medical doctors to verify the existence and scope of a disability to determine possible reasonable accommodations, if any. Keep all medical-related information confidential in accordance with the requirements of the ADAAA and HIPAA and retain such information in separate confidential files.
4. Provide applicants and team members with disabilities reasonable accommodation(s), except where such accommodation(s) would create an undue hardship on Sun Health.
5. Notify individuals with disabilities that Sun Health provides reasonable accommodation(s) to qualified individuals with disabilities, by including this policy in the team member handbook and by posting the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups conspicuously in Sun Health.
6. Definitions:
  - a. Individuals with a disability are those persons who have a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
  - b. Qualified individuals are persons who meet the job's responsibilities, skills, knowledge, abilities, experience and other requirements, AND who are able to perform the essential functions of the job with or without a reasonable accommodation.
  - c. Essential functions of the job are those functions that Sun Health deems are fundamental, and are included in the job description or performed by others in the same position.
  - d. A reasonable accommodation is a change or adjustment that permits a qualified applicant or team member with a disability to participate in the job application

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process, to perform the essential functions of the job, or to enjoy equal benefits and privileges of employment as are enjoyed by team members without disabilities.

### **Procedure for Requesting an Accommodation**

Qualified individuals with disabilities should request reasonable accommodation(s) through Sun Health's Human Resources department. These requests should be in writing and include documentation from a medical professional outlining the accommodations needed to perform the essential functions of the position.

Team members requesting an accommodation is engaging in a protected activity and therefore will not be subjected to retaliation for asserting his or her rights under the ADA.

### **Interactive Process**

On receipt of an accommodation request, Sun Health will engage in an interactive process with the team member. This interactive process will include a Human Resources representative and a department leader who will meet with the team member to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Sun Health might make to help overcome those limitations. Consideration will be given to various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the department's overall financial resources, and the accommodation's impact on operations, including its impact on the ability of other team members to perform their duties and on the department's ability to conduct business and serve customers. Sun Health will work with the team member to reach a reasonable accommodation wherever a reasonable accommodation can be identified through the interactive process. In the event a reasonable accommodation cannot be identified, team members may be considered for other positions for which they are qualified for, with or without a reasonable accommodation.

**RELATED POLICIES: *Equal Employment Opportunities; Non-Discrimination and Anti-Harassment***