

Will Disability Information Be Kept Confidential?

All medical records or other information about a disability will be kept confidential, except to the extent that supervisors and managers must be informed about work restrictions or reasonable accommodations. Additionally, first-aid and safety personnel must be informed if the disability may require emergency treatment.

What Does An Individual Do If He Or She Believes Disability Discrimination Has Occurred?

Pursuant to Chancellor's Regulation A-830, individuals may file complaints of disability discrimination or seek a reasonable accommodation through the Office of Equal Opportunity & Diversity Management. The individual may also file a complaint with the New York City Commission on Human Rights, New York State Division of Human Rights, Federal Equal Employment Opportunity Commission, or the Office for Civil Rights of the U.S. Department of Education.

For Additional Information:

Please contact the Disability Coordinator for the New York City Department of Education at (718) 935-2137

NYC DEPARTMENT OF EDUCATION

NON-DISCRIMINATION POLICY

It is the policy of the NYC Department of Education to provide equal employment opportunities without regard to *actual or perceived* race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, unemployment status, prior record of arrest or conviction (except as permitted by law) predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses or stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation.

It is the policy of the New York City Department of Education to provide equal educational opportunities without regard to *actual or perceived* race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, disability, sexual orientation, gender (sex) or weight and to maintain an environment free of harassment on the basis of any of these grounds, including sexual harassment or retaliation.



Department of
Education

POLICY AND PROCEDURES FOR INDIVIDUALS WITH A DISABILITY

OFFICE OF EQUAL OPPORTUNITY & DIVERSITY MANAGEMENT (OEO)

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Introduction

Federal, state and city laws, as well as the New York City Department of Education's Non-Discrimination Policy, prohibit discrimination based on disability, in all employment related practices. The prohibition also applies to recruitment, advertising, and the job application process.

Who Is An Individual With A Disability?

An individual with a disability is defined as someone with a physical, medical, mental or psychological impairment, a history or record of such an impairment, or who is regarded as having such an impairment.

Who Is A Qualified Individual With A Disability?

A **qualified** individual with a disability is an applicant or employee who meets the skill, experience, education and other related requirements for the job and who can perform the essential functions of the job with or without a **reasonable accommodation**.

What Is A Reasonable Accommodation?

A **reasonable accommodation** is any modification or adjustment to a job or work environment that allows a qualified applicant or employee with a disability to participate in the job application process or to perform the essential functions of a job. Reasonable accommodation determinations will be made on a case-by-case basis.

Must The New York City Department of Education Grant All Requests for Reasonable Accommodation?

The New York City Department of Education (DOE) is **not** required to grant every requested accommodation. DOE only has to provide an accommodation which would enable the employee to perform the essential functions of the job in a reasonable manner, absent **undue hardship**.

What Is An Undue Hardship?

An accommodation presents an undue hardship when implementation would be unduly costly, extensive, disruptive, or would fundamentally alter the nature or operation of the agency. **Undue hardship** determinations will be made on a case-by-case basis.

PROCEDURES FOR REQUESTING A REASONABLE ACCOMMODATION

How Does An Individual Request A Reasonable Accommodation?

The applicant or employee can request an accommodation by completing and submitting an Accommodation Request Form (Personnel Memo # 4) with supporting medical documentation to the H R Connect Medical Office at 65 Court Street, Room 201, Brooklyn, NY 11201 (718) 935-4000.

What Should an Individual Do if an Accommodation Approved by the HR Connect Medical Office and the Office of Equal Opportunity & Diversity Management is not implemented?

If an accommodation approved by the H R Connect Medical Office and the Office of Equal Opportunity & Diversity Management is not implemented, the individual should contact the Disability Coordinator at the Office of Equal Opportunity & Diversity Management