

Non-Discrimination and Accommodation of Individuals with Disabilities.

1. **Generally.**

It is the policy and practice of LCS to comply with the Americans with Disabilities Act and all applicable laws providing for non-discrimination in employment against qualified individuals with disabilities. LCS also provides reasonable accommodation for such individuals in accordance with these laws. If any personnel believe he/she has been discriminated against or that LCS has failed to provide reasonable accommodation, that individual must file a complaint in accordance with reporting procedures outlined above.

2. **Procedure for Employees to Request Accommodation.**

A qualified individual with a disability may make a request for reasonable accommodation to the Executive Director or his/her designee. All such requests shall be in writing. Upon receipt of an accommodation request, the Executive Director or his/her designee, will meet with the requesting individual to discuss and identify the precise limitation(s) resulting from the disability and the potential accommodation that LCS might make to help overcome those limitations. The Executive Director, his/her designee, and, if necessary, other representatives of LCS identified as having a "need to know," will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, LCS's overall financial resources and organization, and the accommodation's impact on the operation of LCS, including its impact on the ability of other employees to perform their duties and on the LCS's ability to conduct its business and fulfill its purposes. The individual will be informed of the decision of Executive Director or his/her designee, on the accommodation request in a reasonable period of time. No individual shall be retaliated against for requesting accommodation of a disability.

Request for Accommodation of Religious Practice

LCS complies with Title VII of the Civil Rights Act with respect to making reasonable accommodations of an individual's sincerely held religious beliefs, so long as the requested accommodation does not cause an undue burden on the LCS's operations and budget, as determined by the Executive Director in accordance with applicable law.

If possible, requests for such religious accommodations should be submitted in writing to the

Executive Director at least 7 days prior to the date of the requested accommodation, or as soon as practicable.

A non-exempt employee will be required to use any accrued vacation leave for the time off. If a non-exempt employee has no accrued vacation leave, the leave will be unpaid. For an exempt employee, the leave will be paid in any work week in which the exempt employee actually works.

LCS Policy Adopted August 9, 2012

Revised Policy Adopted August 21, 2017

Cross reference: ACE, Non-Discrimination on the Basis of Disability
ACE-E, Non-Discrimination on the Basis of Disability
ACE-R, Non-Discrimination on the Basis of Disability