


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Employees With Disabilities
	Policy Reference No:	2-6
	Release Date:	5 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	1
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

The Township is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and the New Jersey Law Against Discrimination as amended by the New Jersey Pregnant Worker's Fairness Act (NJLAD). It is the Township's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's known or perceived disability, pregnancy, childbirth, breastfeeding or pregnancy related medical condition, so long as the individual can perform the essential functions of his/her job with or without reasonable accommodation. Consistent with this policy of nondiscrimination, the Township will provide reasonable accommodations to a qualified individual with a disability who have made the Township aware of their disabilities to allow them to perform the essential functions of the job, unless doing so would cause a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the municipality.

Employees with disabilities requiring an accommodation should make the request known in writing to the Township Manager. The individual should specify what accommodation he/she requires in order to perform their job. The Township Manager shall engage in an interactive dialogue with disabled employees and applicants to identify reasonable accommodations that do not create a hardship. Accommodations may include modifications to facilities, equipment and work procedures, auxiliary aides, services, and permanent reassignment to vacant positions. Employees who are reassigned to a different position shall receive the salary of their new position. Accommodations shall not be unduly expensive, extensive, or disruptive, fundamentally alter the nature of the operation, or otherwise cause undue hardship. The Act does not require the Township to offer permanent "light duty", relocate essential functions, or provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc. To be eligible for accommodations, individuals must (1) be able to perform the essential function of the position with the accommodation, (2) not create a direct threat to the health or safety of themselves, co-employees or the public, and (3) be otherwise qualified for the position in that they possess the prerequisites including education, experience, training, skills, licenses or certificates and other job-related requirements. The Township Manager shall make all decisions with respect to accommodations.

Every effort will be made to grant reasonable accommodations, which do not create an undue hardship or cause a direct threat to workplace safety. Unfortunately, employees who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation may not be permitted to remain at work. These employees may be placed on any available leave if appropriate or may be separated

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from employment.

The Township will also endeavor to make every work environment handicap accessible and all future construction and renovation of facilities will be made in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines.

Regardless of disability, all employees are required to comply with the Township safety and work performance standards. Please note that individuals who are currently using illegal drugs are excluded from coverage under this policy.

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<b>Revision No.</b>	<b>Revision Date</b>	<b>Nature of Revision</b>	<b>Approved By</b>
1	1/5/2023	Changed Approver from Cavallo to D'Arco	JD