

MEMO



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TO: All WCSD Employees

RE: WCSD'S COMMITMENT TO THE AMERICANS WITH DISABILITIES ACT AS AMENDED

Washoe County School District is committed to complying with the Americans with Disabilities Act as Amended (ADAAA). As stated in School Board Policy, Section 4111:

The Washoe County School District will offer reasonable accommodations to qualified applicants and employees with a known disability except where such accommodation poses an undue hardship to the District. Any qualified applicant or employee with a disability who needs reasonable accommodations should notify a representative in Risk Management.

The District intends to provide reasonable accommodation to disabled applicants and employees, which will enable them to perform the essential functions of jobs within the District. In some situations, reasonable accommodation may not be possible because the accommodation will pose an undue hardship on the District. However, in most cases, reasonable accommodation can be done simply and relatively inexpensively.

Some forms of reasonable accommodation may affect the jobs of non-disabled employees. For example, it is possible that non-essential functions of one job may be re-distributed among other employees in a department. Reasonable accommodation may also mean adjustments in work schedules for the disabled individual. In certain cases, where no other reasonable accommodation appears possible, a disabled individual may be reassigned to a vacant position for which s/he is qualified. The District will take steps to enable qualified, disabled individuals to contribute their talents to the District. We need the understanding and support of all employees in this effort.

Furthermore, the District intends to ensure that qualified applicants and employees with disabilities receive equal opportunity in all employment areas. To assist in accomplishing this, the District has an internal complaint procedure and designated an ADA Coordinator (Risk Manager) to review complaints. Any disabled applicant or employee who feels s/he has been discriminated against because of his/her disability should notify the District's ADA Coordinator in Risk Management. You may notify us orally or in writing.

Please contact an administrator in Risk Management, if you should have any questions. Thank you.