Baptist Health South Florida

POLICY NO.: BHSF-HR 1500
TYPE: Administrative

POLICY TITLE: Accommodations for Applicants and Employees with Disabilities

Responsible Department: Human Resources

Creation Date: 2/15/96
Review Date:
Revision Date: 2014/04/11

SUBMITTED BY (AUTHOR): Lisa Miranda-Sixto
Title: Manager, Leave & Disability Administration

APPROVED BY: Margaret Marshall
Title: Assistant Vice President, Total Rewards

APPROVED BY: Adriene McCoy
Title: Corporate Vice President and Chief Human Resources Officer

PUBLISHED (Released): 2014/04/22

SUMMARY & PURPOSE:
To describe the policy and procedure to be followed throughout Baptist Health for accommodating applicants and employees with disabilities.

POLICY:
Baptist Health is committed to providing access to applicants and employees with disabilities. To that end, Baptist Health will provide reasonable accommodations in the workplace for qualified individuals with disabilities, unless to do so would result in an undue hardship to Baptist Health, or would pose a direct threat to the health or safety of employees or patients of Baptist Health.

SCOPE/APPLICABILITY:
Applies to all Baptist Health applicants and employees.

PROCEDURES TO ENSURE COMPLIANCE:

1. Baptist Health applicants or employees (or a doctor, family member, or other representative on his or her behalf) with a disability should request a reasonable accommodation when s/he knows that there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing a job, or gaining equal access to a benefit of employment. This request for accommodation should be made either orally or in writing. Applicants or employees are not required, when making a request for accommodation, to use "magic words" such as "ADA" or "reasonable accommodation."
2. After Baptist Health receives a request for reasonable accommodation, the individual will be referred to the Leave and Disability Administration department for identification of possible accommodation(s). Leave and Disability Administration then will engage in an informal process to clarify what the applicant/employee needs and identify the appropriate reasonable accommodation. The employer may ask the individual relevant questions that will enable it to make an informed decision about the request. This includes asking what type of reasonable accommodation is needed. While the individual with a disability does not have to be able to specify the precise accommodation, s/he does need to describe the problems posed by the workplace barrier.

3. When the disability and/or the need for accommodation is not obvious, Baptist Health may ask the individual for reasonable documentation about his/her disability and functional limitations.
4. The applicant or employee with a disability, given his understanding of his/her disability and the job, should identify possible accommodations that would meet his/her needs. If an individual with a disability explains the situation that requires accommodation, but does not or cannot specify a proposed solution, Baptist Health, working with the individual as necessary, will determine what reasonable accommodation can be provided.
5. If Baptist Health rejects the accommodation proposed by the individual with a disability for legitimate reasons (e.g., it would involve elimination of an essential function or would pose an undue hardship), Baptist Health will offer an alternative reasonable accommodation if one exists. If more than one accommodation exists, Baptist Health may choose the one that is less costly or less difficult to provide, so long as the accommodation is effective. An accommodation is effective if it allows an individual with a disability to have an equal opportunity to compete for a job, to achieve the same level of performance as a non-disabled employee, or to enjoy equal access to the benefits and privileges of employment that are available to all employees. Reasonable accommodation may include reassignment to a vacant position. Reasonable accommodation does not include removing essential job functions, creating new jobs, and providing personal need items such as eye glasses and mobility aids.
6. Baptist Health does not have to provide a reasonable accommodation that would result in an undue hardship on the operation of the Baptist Health's business. If a particular accommodation would be an undue hardship but another accommodation exists that would not, Baptist Health will provide the alternative accommodation.
7. Baptist Health reserves the right to exclude an applicant or employee with a disability from a particular position if that individual would pose a direct threat to health or safety. The determination that a particular applicant or employee with a disability poses a direct threat will be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job.

SUPPORTING/REFERENCE DOCUMENTATION:

- N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- N/A

ENFORCEMENT & SANCTIONS:

Violation of this policy may lead to disciplinary action, up to and including termination of employment.