

REASONABLE ACCOMMODATION POLICY

It is the policy of Serve Rhode Island to provide reasonable accommodations to enhance the recruitment and retention of qualified staff and members with disabilities.

PURPOSE: To outline the means by which Serve Rhode Island will consider reasonable accommodations in accordance with the Americans with Disabilities Act, the Federal Rehabilitation Act of 1973.

SCOPE: This policy applies to all Serve Rhode Island employees, AmeriCorps applicants and members, VISTA and community volunteers.

POLICY: Serve Rhode Island will follow applicable Federal and State guidelines and statutes as they relate to reasonable accommodation of individuals with disabilities and their capabilities to perform essential job duties. Investigation into reasonable accommodation options for persons with disabilities will involve initial input by, but not limited to:

- the individual,
- the site supervisor,
- the Program Director,
- the Director of Human Resources (designated Serve Rhode Island officer or management team), and
- the individual's physician or primary health care professional.

Serve Rhode Island will analyze and respond to each person's situation on a case-by-case basis utilizing the outlined process below.

RESPONSIBILITY FOR IMPLEMENTATION: All Serve Rhode Island staff, AmeriCorps Program Directors and VISTA Supervisors *are responsible for the timely implementation of this policy.*

RESPONSIBILITY FOR INTERPRETATION: The responsibility for interpretation of this policy rests with Serve Rhode Island's Executive Director and Disability Inclusion Team (AmeriCorps Program Officer and Disability Inclusion Consultant).

Process for requesting and processing a reasonable accommodation

At any point during the service, a member or potential member may request accommodation for a disability. The request for accommodation can be made to Serve Rhode Island's Program Officer by using the Reasonable Accommodation Request Form.

Once the request for reasonable accommodation is received, Serve Rhode Island will follow the Reasonable Accommodation Process as outlined below.

1. Serve Rhode Island will immediately review the request, and the respective AmeriCorps Program Director will meet with the person requesting the reasonable accommodation to ensure understanding and accuracy.

2. Serve Rhode Island will work with any employee, AmeriCorps applicant, corps member or volunteer requesting an accommodation to determine what accommodation will be appropriate.
3. This process also may include consulting with the treating physician or health care professional and/or organizations in the disability community with expertise regarding the specific type of disability.
4. Serve Rhode Island will attempt to provide reasonable accommodation to persons with disabilities whenever possible.

Factors considered in determining a reasonable accommodation may include:

- The type of accommodation requested.
- The benefit to the member requesting the accommodation, and to other members.
- How the reasonable accommodation will enable the member to perform the essential functions of the position.
- Whether providing the accommodation would change the nature of the Serve Rhode Island program.
- How the accommodation will impact the operations of the program, including the impact on the ability of other members to perform their duties and the impact on the program's ability to conduct business.
- Cost of the accommodation.
- Cost-free options the program has explored.
- Alternate sources of funds the program has explored to provide or share the cost of the accommodation for the member, such as Office of Rehabilitation Services or Department of Labor and Training.
- Overall financial resources of the program involved in providing the accommodation. Effect of the cost of accommodation on the expenses and resources of the program, and If the reasonable accommodation will cause undue financial or administrative burden on the program.

Assistive devices purchased for the purpose of accommodating a corps member must be returned by the member at the conclusion of the member's service. The device is property of Serve Rhode Island.

Serve Rhode Island will review the request for reasonable accommodations and render a decision within 14 days of the request. If SRI and/or the program approves the accommodation, it will be made within a reasonable amount of time.