



**CAPITAL DISTRICT PHYSICIANS' HEALTH PLAN, INC.
Corporate Policies – Human Resources**

Policy Name: Reasonable Accommodation Policy		Control Number: n/a
Implemented by: Human Resources	Responsible: Human Resources	Effective Date: December 2015 Reviewed/Revised: March 2017 August 2019 November 2020 June 2023 January 2024

Objective	It is the policy of CDPHP and affiliates (referred to as CDPHP or “the company”) to comply with all federal and state laws concerning the employment of persons with disabilities or religious beliefs and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and similar state and local agencies. Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, assignment, advancement, leaves of absence, discipline, layoff, recall, discharge, compensation, training or other terms, conditions and privileges of employment.
Description	<p>This policy provides guidelines and procedures for employees and candidates for employment who are requesting an accommodation due to a qualifying disability as defined by the Americans with Disabilities Act (“ADA”) as amended (“ADA AA”), the Rehabilitation Act of 1973, as amended (“Rehabilitation Act”), and similar state laws.</p> <p>CDPHP will make reasonable accommodations whenever necessary for all qualified employees or candidates for employment with disabilities (as defined by applicable law) or religious beliefs, provided that (1) the individual is otherwise qualified to safely perform the essential functions of the job and (2) such accommodations do not impose undue hardship on the company. Where a job or work assignment is subject to health or medical standards required for assignments, this policy does not require employment of an employee or candidate who cannot satisfy those standards.</p>
Procedure	<p>I. Process for Requesting A Reasonable Accommodation</p> <p>A. Employees If an employee believes he or she has a disability or religious belief that requires an accommodation in order to perform the essential functions of his or her job, he or she must initiate a request for accommodation by contacting the Human Resources (HR) department and identify an adjustment or change at work that is needed because of a disability.</p> <p>B. Candidates</p> <p>Pre-Interview</p> <p>An candidate should advise CDPHP as soon as he/she realizes that he/she may need a reasonable accommodation for some aspect of the hiring process, and should initiate a request for accommodation by contacting the HR department and identify a suggested adjustment or change that is needed because of a disability. CDPHP may ask for reasonable documentation explaining the disability or religious belief and why an accommodation is needed. Candidates must respond to CDPHP’s questions promptly and be sure to explain how a proposed accommodation would enable full participation in all aspects of the application/interviewing process.</p>

Post-Interview

CDPHP does not require an candidate to disclose on an application form or in an interview whether the candidate would need a reasonable accommodation to perform a job. An individual who has been offered employment and has a disability or religious belief that interferes with the ability to perform the essential job functions or otherwise enjoy the benefits and privileges of employment that are available to other similarly situated employees without disabilities, and who desire an accommodation, should inform CDPHP of that desire after the job offer and must then follow the process set forth in this policy, including that the individual must engage in the interactive process.

II. Once an Accommodation is Requested – Employee and Candidate’s Post-Offer Participation in the Interactive Process.

An individual with a disability or religious belief that interferes with his/her ability to perform the essential job functions or otherwise enjoy the benefits and privileges of employment that are available to other similarly situated employees without disabilities, and who desire an accommodation, must follow the process set forth in this policy. The individual must engage in an interactive dialog, or *interactive process*, to identify whether the individual has a qualifying disability or religious belief and an accommodation that will allow the individual to perform his/her essential job functions of the job.

An individual (existing employee or candidate in the post-offer period) who requests an accommodation has the responsibility to submit all required documentation on a timely basis and to remain engaged in the interactive process with the company while a determination is being made. For a medical accommodation, HR will provide the individual with a form requesting medical certification from the individual’s health care provider in an effort to determine whether the physical or mental impairment is a qualifying disability under the ADA and/or state law, and/or to assist in determining what reasonable accommodation(s) may be available and appropriate. It will be the responsibility of the individual to obtain this completed form from their health care provider(s) generally within 15 days of the CDPHP’s request. It is the individual’s further responsibility to work with their supervisor/manager (for existing employees), HR, and a qualified health care professional to review and complete all forms required. For a religious accommodation, HR will provide the individual with a form requesting certification of sincerely held beliefs. Failure by the individual to supply CDPHP with all relevant and requested information or to otherwise meaningfully cooperate in the interactive process may result in the company’s denial of the requested accommodation or delay in the process. HR will review the completed Request for Accommodation Forms received from the individual and/or the individual’s health care provider. If the information provided is incomplete or requires further clarification, HR may request additional information from the individual or their health care provider. Communication with the health care provider will be the responsibility of the individual.

III. Determination

If, based on medical and other information provided by the individual and/or their health care provider, the individual is determined to be a qualified individual with a disability or religious belief, HR will work with the individual and the department manager to identify and discuss reasonable accommodations that will enable the individual to perform the essential functions of the job or to participate in the same benefits and privileges of employment enjoyed by similarly situated individuals without disabilities.

In instances where there is no reasonable accommodation that enables the individual to perform the essential functions of the job, including (for existing employees) unpaid leave and assignment to a vacant position, employment may need to be terminated and/or an offer withdrawn.

Acknowledgement	Employee Handbook Sign-off
Key Related Documents	n/a

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