

AMERICANS WITH DISABILITIES ACT POLICY

In compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination, the ***[insert name of local unit]*** does not discriminate based on disability. ***[insert name of local unit]*** will endeavor to make every work environment handicap assessable and all future construction and renovation of facilities will be in accordance with applicable barrier-free Federal and State regulations and the Americans with Disabilities Act Accessibility Guidelines.

It is the policy of ***[insert name of local unit]*** to comply with all relevant and applicable provisions of the Americans With Disabilities Act and the New Jersey Law Against Discrimination. We will not discriminate against any qualified employee, volunteer, or job applicant with respect to any terms, conditions, or privileges of employment on the basis of a known disability. We will also make reasonable accommodations to known physical or mental limitations of all employees and applicants with disabilities, provided the individual is otherwise qualified to safely perform the essential functions of the job and also provided that the accommodation does not impose undue hardship on ***[insert name of local unit]*** .

The ***[insert name of local unit's lead personnel employee]*** shall initiate an interactive dialogue with disabled employees and volunteers and prospective employees to identify reasonable accommodations that do not create a hardship. Accommodations shall not be unduly expensive, extensive and disruptive or fundamentally alter the nature of the operation. The Act does not require the ***[insert name of local unit]*** 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, (2) not create a real safety hazard to 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. All decisions with respect to accommodations shall be made by **[Public Works/Business Administrator/Manager or Mayor and Council/Committee as appropriate]**.