

reasonable accommodations. Additionally, first-aid and safety personnel must be informed if the disability may require emergency treatment.

### **What Does An Individual Do If He Or She Believes Disability Discrimination Has Occurred?**

Pursuant to Chancellor's Regulation A-830, the individual may file a complaint of disability discrimination, whether relating to reasonable accommodations or otherwise, through the Office of Equal Opportunity. The individual may also file a complaint with the New York City Commission on Human Rights, New York State Division of Human Rights, Federal Equal Employment Opportunity Commission, Department of Education, Office of Civil Rights or the U.S. Department of Labor.

### **For Additional Information:**

Please contact the Disability Coordinator for the New York City Department of Education at (718) 935-3314.

## **NYC DEPARTMENT OF EDUCATION**

### **NON-DISCRIMINATION POLICY**

It is the policy of the NYC Department of Education to provide educational and employment opportunities without regard to **RACE, COLOR, RELIGION, CREED, ETHNICITY/NATIONAL ORIGIN, ALIENAGE, CITIZENSHIP STATUS, AGE, MARITAL STATUS, PARTNERSHIP STATUS, DISABILITY, SEXUAL ORIENTATION, GENDER (SEX), MILITARY STATUS, PRIOR RECORD OF ARREST OR CONVICTION (EXCEPT AS PERMITTED BY LAW), PREDISPOSING GENETIC CHARACTERISTICS, OR STATUS AS A VICTIM OF DOMESTIC VIOLENCE, SEXUAL OFFENSES AND STALKING, AND TO MAINTAIN AN ENVIRONMENT FREE OF HARASSMENT ON ANY OF THE ABOVE-NOTED GROUNDS INCLUDING SEXUAL HARASSMENT, OR RETALIATION.**



**Department of  
Education**

# **POLICY AND PROCEDURES FOR INDIVIDUALS WITH A DISABILITY**

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## Introduction

Federal, state and city laws, as well as the New York City Department of Education's Non-Discrimination Policy, prohibit discrimination based on disability, in all employment related practices. The prohibition also applies to recruitment, advertising, and the job application process.

### Who Is An Individual With A Disability?

An individual with a disability is defined as someone with a physical, medical, mental or psychological impairment, a history or record of such an impairment, or who is regarded as having such an impairment.

### Who Is A Qualified Individual With A Disability?

A **qualified** individual with a disability is an applicant or employee who meets the skill, experience, education and other related requirements for the job and who can perform the essential functions of the job with or without a **reasonable accommodation**.

## What Is A Reasonable Accommodation?

A **reasonable accommodation** is any modification or adjustment to a job or work environment that allows a qualified applicant or employee with a disability to participate in the job application process or to perform the essential functions of a job. Reasonable accommodation determinations will be made on a case-by-case basis.

### Must The New York City Department of Education Grant All Requests for Reasonable Accommodation?

The New York City Department of Education (DOE) is **not** required to grant every requested accommodation. DOE only has to provide an accommodation which would enable the employee to perform the essential functions of the job in a reasonable manner, absent **undue hardship**.

### What Is An Undue Hardship?

An accommodation presents an undue hardship when implementation would be unduly costly, extensive, disruptive, or would fundamentally alter the nature or operation of the agency. **Undue hardship** determinations will be made on a case-by-case basis.

## PROCEDURES FOR REQUESTING A REASONABLE ACCOMMODATION

### How Does An Individual Request A Reasonable Accommodation?

The applicant or employee can request an accommodation by completing and submitting an Accommodation Request Form (Personnel Memo # 4) with supporting medical documentation to the H R Connect Medical Office at 65 Court Street, Room 224, Brooklyn, NY 11201, (718) 935-4000.

### What Should An Individual Do If An Accommodation Approved By The H R Connect Medical Office Is Not Implemented?

If an accommodation approved by the H R Connect Medical Office is not implemented, the individual should contact the Disability Coordinator at the Office of Equal Opportunity

### Will Disability Information Be Kept Confidential?

All medical records or other information about a disability will be kept confidential, except to the extent that supervisors and managers must be informed about work restrictions or