

REASONABLE ACCOMMODATION

Canvas Health is committed to the fair and equal employment of people with disabilities, including those with mental and chemical health issues. It is the policy of Canvas Health to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Canvas Health will reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. Retaliation against an employee or applicant who requests an accommodation is prohibited.

Authority

[Americans with Disabilities Act of 1990 \(ADA\)](#)

[ADA Amendments Act of 2008 \(ADAAA\)](#)

[Equal Employment Opportunity Commission \(EEOC\)](#)

[Rehabilitation Act of 1973](#)

[Minnesota Human Rights Act](#)

[Women's Economic Security Act \(WESA\)](#)

Applicability

All applicants, employees, and employees seeking promotional opportunities. This includes:

1. Canvas Health, Inc.
2. Crisis Connection, LLC
3. New Generations, LLC

Definitions

Disability – as covered by this policy and for purposes of determining eligibility for a reasonable accommodation: A person with a disability is one who has a physical or mental impairment (inclusive of mental health, chemical health, etc.) that materially or substantially limits one or more major life activities.

Undue Hardship – An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the agency.

Reasonable Accommodation – A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified

individual with a disability to enjoy an equal employment opportunity. The intent of a reasonable accommodation is to aid an employee or applicant in being able to meet the performance standards of the position.

Guidelines and Implementation

- I. Canvas Health will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to Canvas Health.
- II. To ensure that an employee or applicant with a disability can perform or continue to perform (if the disability occurs after start of employment) their job responsibilities, a reasonable accommodation by Canvas Health may include, but is not limited to, the purchase of special equipment, changing the physical layout of the workplace, restructuring job responsibilities and duties, and modifying the work schedule.
- III. Accommodation of an Applicant
 - A. The application clearly indicates the ability to request an accommodation for any part of the application process. The job applicant shall inform the hiring manager or Human Resources of the need for an accommodation.
 - B. Human Resources, in collaboration with the hiring manager, will discuss the needed accommodation and possible alternatives with the applicant.
 - C. Once a decision has been reached regarding the request for an accommodation, Human Resources will notify the applicant.
 - D. When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant.
 - E. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.
- IV. Accommodation of an Employee
 - A. Reasonable accommodation applies to three aspects of employment to:
 1. Assure equal opportunity in the employment process;
 2. Enable a qualified individual with a disability to perform the essential functions;
 3. Enable an employee with a disability to enjoy equal benefits and privileges of employment.
 - B. Examples of accommodations may include, but is not limited to, acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.
 - C. Employees needing an accommodation should immediately inform their supervisor or Human Resources of the request.
 1. An employee requesting an accommodation will be required to complete a Reasonable Accommodation Employee Request Form and submit it to the Human Resources department.

2. If additional health documentation is required, the Human Resources department will provide the employee with an [Accommodation Health Inquiry Form](#) that they will need to have their provider complete and return within a specific time frame.
 - a. Protected health information is treated as confidential and will only be shared on a need to know basis. Canvas Health will not provide accommodations without appropriate documentation.
 3. The accommodation request will be discussed with the employee during an interactive process, if necessary, and a decision will be provided to the employee within a reasonable amount of time.
 4. Any accommodation requests that require financial considerations of \$500 or more (purchase of new equipment, alteration of facilities, etc.) must be approved by the Operations Team before proceeding with the accommodation.
 5. Even though the employee provides input concerning the accommodation process, Canvas Health will determine what constitutes a reasonable accommodation on a case-by-case basis and reserves the right to request additional independent medical examinations, evaluations, or other appropriate information.
- D. Accommodations for Pregnant Employees
1. Canvas Health will engage in an interactive process for any pregnant employee who requests an accommodation. Canvas Health is not required to provide accommodations that would impose an undue hardship. However, the law states that it is not an undue hardship for an employer to provide the following accommodations:
 - a. More frequent restroom, food, and water breaks;
 - b. Seating;
 - c. Limits of lifting over 20 pounds
 2. For the accommodations listed above, individuals are exempt from any requirement to provide a doctor's note or any other "proof". Individuals needing these accommodations should, however, inform their supervisor.
 3. A pregnant employee is not required to accept any of these accommodations if she does not want them.
- E. Accommodations for Nursing Mothers
1. Canvas Health will provide reasonable, unpaid break time each day to any employee who needs to express milk for her child, so long as the break time does not unduly disrupt operations. Further, Canvas Health will provide the necessary space at each site to express milk in compliance with the law.
- F. All employees are required to comply with the organization's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace as a result of their disability will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.
- G. Employees who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation may be terminated.
- H. In limited instances, a requested accommodation may pose an "undue hardship" on the organization which prevents the accommodation from being offered. The determination of whether an accommodation creates an "undue hardship" is contingent upon a number of variables and is made by the C-Team and Human Resources.

Effective Date: 05/01/2017
Approval Date: 04/12/2017
Next Review: 04/12/2020

Reviewed By: HR Committee
Approved By: Policy Review Committee

Policy Number: HR-3010

- V. Individuals who are currently using illegal drugs are excluded from coverage under the [Reasonable Accommodations Policy](#).
- VI. Appeals
 - A. Employees or applicants who are dissatisfied with the decision(s) pertaining to their accommodation request may file an appeal with the Chief Executive Officer/EEO Coordinator within a reasonable period of time for a final decision. The individual may also file a complaint internally through the Canvas Health [Employee Complaint Resolution Policy](#).
- VII. The Human Resources department, in conjunction with the C-Team, is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.
- VIII. At the discretion of Canvas Health, accommodations granted may be re-assessed as needed.

References

[HR-3000 Anti-Retaliation Policy](#)

[HR-3006 Equal Employment Opportunity \(EEO\) Policy](#)

[HR-3025 Employee Complaint Resolution Policy](#)

Attachments

[Reasonable Accommodation Employee Request Form](#)

[Reasonable Accommodation Health Inquiry](#)

Supersession

Reasonable Accommodations Policy 10/2013