FREEDOM PREP ACADEMY

Approved: 9/18/2025

Accommodations for Employees with Disabilities Policy

Policy No. 4021

Freedom Preparatory Academy is committed to maintaining a workplace free from discrimination on the basis of disability. In compliance with Title I of the Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA), the Academy provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, unless doing so would impose an undue hardship on the operation of its business. This policy outlines how to request and implement reasonable accommodations under the law.

Definitions

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.
- **Essential Functions:** Fundamental job duties of the employment position the individual with a disability holds or desires.
- **Major Life Activities:** Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, working, and the operation of major bodily functions (e.g., immune system, brain, respiratory, circulatory, digestive systems, etc.).
- **Physical or Mental Impairment:** Includes any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems (e.g., neurological, respiratory, cardiovascular, mental or emotional illnesses, learning disabilities).
- **Qualified Individual:** An individual who meets the necessary skill, experience, education, and other job-related requirements and can perform the essential functions of the position, with or without reasonable accommodation.
- **Reasonable Accommodation:** Modifications or adjustments to the job application process, work environment, or how work is performed, which enable a qualified individual with a disability to be considered for or to perform a position and enjoy equal employment benefits.
- **Undue Hardship:** Significant difficulty or expense incurred by Freedom Preparatory Academy in providing an accommodation, considering the nature and cost, financial resources, and operational impact.

Requesting Workplace Accommodations

It is generally the responsibility of the individual with a disability to inform the School of the need for an accommodation.

Employees who require a workplace adjustment due to a medical condition must notify their principal, supervisor, or Human Resources to request the necessary accommodation.

Freedom Preparatory Academy's Human Resources Department will engage in an **interactive process** with the employee to understand the needs and determine appropriate accommodations. This may involve:

- Clarifying the disability and limitations;
- Identifying possible accommodations;
- Consulting public/private resources if necessary.

Human Resources may request reasonable medical documentation to verify the disability and functional limitations.

Review and Determination Process

The Director of Human Resources (or designee) will:

1. Explain the process and documentation requirements to the employee.
2. Consult with the employee's supervisor or principal as needed.
3. Review all submitted medical documentation and accommodation requests.

The definition of "disability" will be interpreted broadly in accordance with the ADA. However, not all impairments qualify as disabilities.

Accommodations will be granted if:

- The employee is qualified for the position.
- The accommodation allows the employee to perform the essential functions of the job.
- The accommodation may not eliminate essential functions of the job.
- The accommodation does not impose an undue hardship on Freedom Preparatory Academy.

If a requested accommodation is denied, the Human Resource department will explore alternative accommodations, including possible reassignment to a vacant position for which the employee is qualified and can perform the essential functions.

Human Resource department may consult with Utah State Risk Management in determining appropriate accommodations and eligibility.

Fitness for Duty Evaluations

A **Fitness for Duty Evaluation** may be required when there is a reasonable belief—based on objective evidence—that:

- The employee's ability to perform essential job duties is impaired by a medical condition; or
- The employee may pose a direct threat due to a medical condition. A direct threat means a significant risk of substantial harm that cannot be eliminated or reduced by reasonable accommodation.

Results of such evaluations will inform the accommodation process or any changes to the employee's job duties or employment status.

Confidentiality and Recordkeeping

All medical information and documentation related to accommodation requests will be kept confidential and maintained in separate medical files by the Human Resources Department, in accordance with applicable laws.