Personnel

**American with Disabilities Act (ADA) – Reasonable Accommodation**

It is the policy of the Adrian Public Schools to provide reasonable accommodation for individuals who request appropriate accommodation. The Adrian Public Schools will assess:

- the reasonableness of the possible accommodation identified in terms of effectiveness and equal opportunity,
- how well it accommodates the need of the individual with a disability,
- how reliable it is,
- whether the accommodation requested would eliminate the employee’s essential job function. i.e., the fundamental duties of that employee’s position,
- whether it can be made available in a timely manner, and
- whether it imposes an undue hardship to the District.

Human Resources Director shall be responsible for reviewing any requests for reasonable accommodations and making a recommendation to the Superintendent or designee.

**Undue Hardship**

An undue hardship refers to any accommodation that would be unduly costly, extensive, substantial, or disruptive or that would fundamentally alter the nature of the operation or a facility (Title I of the ADA).

It shall be the responsibility of the Superintendent or designee to determine if the undue hardship is reasonable and appropriate.

**Adopted:** April 19, 1993  
**Revised:** May 16, 2005  
June, 2012  
**December 1, 2014**