



**E-014(b)**

## **Richmond Heights Memorial Library AMERICANS WITH DISABILITIES ACT POLICY**

The Richmond Heights Memorial Library is fully committed to fulfilling its obligations under the Americans with Disabilities Act and applicable state disability discrimination statutes and regulations. Accordingly, the Library does not refuse to hire, dismiss from employment or discriminate in compensation or other terms of employment because of an otherwise qualified employee's or applicant's mental or physical disability. All Library employees, however, must be able to perform the essential functions of their positions. It is not illegal discrimination to require that all employees, including those with disabilities, be able to perform the essential functions of their jobs or jobs for which they apply, either with or without the use of a reasonable accommodation.

The Library also provides reasonable accommodations for qualified individuals with disabilities in accordance with applicable laws and regulations. The Library will give serious consideration to all reasonable requests for reasonable accommodation by employees or applicants. Each request for reasonable accommodation must be considered on its own merits in light of the particular job and the specific accommodation requested. When the Library makes accommodations to the needs of a particular employee, the Library does not make any commitment that these special arrangements are permanent or that they will be extended to any other employee. Rather, the Library must retain its flexibility to reorganize work and redefine job requirements in light of its overall mission to serve the Library's patrons.

Pursuant to and consistent with applicable federal regulations, the Library has adopted and published grievance procedures providing for the prompt and equitable resolution of any complaints by Library employees or applicants for employment regarding any conduct prohibited by the ADA. For further information regarding the Library's grievance procedures, employees or applicants are encouraged to contact the Library Director.

*Adopted by the RHML Library Board of Trustees January 16, 2024*