



WARWICK PUBLIC SCHOOLS

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SUPERINTENDENT

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TO: All Employees
FROM: Human Resources
SUBJECT: Section 504 of the Rehabilitation Act, the Americans With Disabilities Act and Equal Employment Opportunity

The following is the Warwick Public Schools' Policy Statement and the process to be followed if you feel you have been discriminated against because of a disability or because a request for accommodation has been denied.

POLICY STATEMENT

The Warwick School Committee is committed to equal employment opportunity for all. This commitment extends to employees with disabilities who are qualified for their position and who can perform the essential functions of their position with (or without) a reasonable accommodation. Accordingly, it is the Policy of the Warwick Public Schools to make reasonable accommodation, if needed, for otherwise qualified employees with disabilities to enable them to perform the essential functions of their position. In addition, the Warwick Public Schools will not tolerate discrimination against its employees because of a disability which can be reasonably accommodated.

REQUEST FOR ACCOMMODATION

If you are an otherwise qualified employee who has a disability and who needs a reasonable accommodation in order to perform the essential functions of your job, you should make your disability and your need for such an accommodation known to the ADA Coordinator/Risk Manager as soon as you become aware you need such an accommodation. You should present to the ADA Coordinator/Risk Manager any medical information, including but not limited to, doctor's notes, which support your need for an accommodation. You should also present any documentation concerning the reasonable accommodation you are seeking. Your application for accommodation will be handled discreetly. Further, if your request impacts or might impact a Collective Bargaining Agreement or the rights of any employee under a Collective Bargaining Agreement, then that will necessitate the involvement of the respective certified bargaining agent before any accommodation is made.

APPEAL PROCESS

The Warwick Public Schools has an appeal procedure available should you feel that you have been discriminated against because of a disability or because an accommodation request you made was denied.

1. The Superintendent of Schools or his/her designee has been designated as the Compliance Officer for this School Committee Policy. The appeal procedure should follow these steps: You, the appellant will file a written complaint, stating the specific facts of your appeal and the alleged discriminatory act with the Compliance Officer.
2. The Compliance Officer shall make all reasonable efforts to resolve the matter informally at the administrative level most immediate to the complaint.
3. In the event the complaint cannot be resolved informally, the Compliance Officer will convene an informal hearing, no later than ten (10) working days after the filing of the complaint, at which both you, the appellant, and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called and cross-examined. Detailed minutes of the hearing will be made and kept; a copy of the minutes will be made available to each party. Within ten (10) working days of the hearing, the Compliance Officer will provide a written copy of his/her determination to both parties, you and the administrator.
4. You, the appellant, may appeal the Compliance Officer's decision to the School Committee within ten (10) working days of the receipt of the compliance officer's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the hearing, and the written determination of the Compliance Officer. The School Committee may, at its discretion, convene a hearing at which the parties may present additional testimony and argument.
5. Within ten (10) working days of the filing of an appeal, the Committee shall provide both parties with a written decision. You may file a complaint without reprisal by the School Committee or any of its employees or agents.

If an interpreter is needed, please contact the Special Services Office by calling 734-3051. Hearing impaired persons may obtain assistance by calling TTY 1-800-745-5555.

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