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DIRECTOR OF HUMAN RESOURCES

FACT SHEET: EMPLOYEE 504 ACCOMMODATIONS

Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities. "Individuals with disabilities" are defined as persons with a physical or mental impairment that substantially limits one or more major life activities. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of major bodily functions. For purposes of employment, "qualified individuals with disabilities" are persons who, with or without reasonable accommodation, can perform the essential functions of the job they have been hired to perform. "Reasonable accommodation" means an employer is required to take reasonable steps to accommodate an employee's disability. An accommodation is not "reasonable" if it would cause the employer undue hardship.

Employees who request accommodation under Section 504 should submit a written request to the HR Office along with medical documentation that:

- Verifies a major life activity is limited; and
- Verifies the employee can perform the essential functions of his/her job as outlined in the employee's job description; and
- Specifies the essential functions of the job that require an accommodation in order for the employee to perform those functions; and
- Specifies what accommodations, if any, could be provided to assist the employee in performing those essential functions of the job.
- Specifies an estimate of the time period for which the requested accommodation should be provided.

Based on the documentation submitted, the District will then evaluate whether the employee is a qualified individual with disabilities who is entitled to accommodations and, if so, what accommodation(s) will be provided without causing the District undue hardship.

Accommodations cannot be provided without the required documentation.

Employees should direct questions to their personnel associate in the HR Office.