



1-9 POLICY ON AMERICANS WITH DISABILITIES ACT

SYCAMORE PARK DISTRICT is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is SYCAMORE PARK DISTRICT’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, SYCAMORE PARK DISTRICT will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and under circumstances in which accommodations are required by the ADA, provided that such accommodation does not constitute an undue hardship on SYCAMORE PARK DISTRICT.

SYCAMORE PARK DISTRICT will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Executive Director. SYCAMORE PARK DISTRICT encourages individuals with disabilities to come forward and request reasonable accommodation. If an employee feels uncomfortable making an accommodation request to his or her supervisor or believes that the accommodation request was not properly handled, the matter should be reported to the Executive Director.

Upon receipt of an accommodation request or upon the recognition by management of a perceived need for accommodation, the employee’s supervisor or the Executive Director will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that SYCAMORE PARK DISTRICT might make to help overcome those limitations so that the essential job functions of the position can be performed.

SYCAMORE PARK DISTRICT will determine the feasibility of the requested or proposed accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, SYCAMORE PARK DISTRICT’s overall financial resources, the ability of other employees to perform their duties, and on SYCAMORE PARK DISTRICT’s ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. SYCAMORE PARK DISTRICT will inform a requesting employee of its



decision on the accommodation request or on how to make the accommodation. If an accommodation request is denied, the affected employee(s) will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require SYCAMORE PARK DISTRICT to make the best accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the Executive Director or Board of Directors. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

It is the intent of this policy to establish an internal complaint system to provide for prompt and equitable resolution of complaints alleging any action by SYCAMORE PARK DISTRICT that would be prohibited by the Americans with Disabilities Act (ADA, or Title II rules).

Any individual who believes that he, she or a specific class of individuals has been subjected to discrimination on the basis of disability may file a complaint with SYCAMORE PARK DISTRICT. The complaint must be filed in writing, or other permanent record, by the complainant or by an authorized representative within thirty (30) calendar days from the date of the alleged discrimination unless the time for submission is extended by SYCAMORE PARK DISTRICT due to good cause shown. The complaint must include the following:

- The complainant's name, address and telephone number.
- The relationship of the complainant to SYCAMORE PARK DISTRICT.
- The nature of the complaint including the specific service, program or activity and persons involved.
- If known, the specific section of the ADA or the Title II rule under which the alleged violation took place.
- The date of the alleged violation.
- The remedy or relief sought.

The complaint should be directed to: Sycamore Park District
480 S. Airport Road
Sycamore, IL 60178
Attention: Executive Director

Adopted on:

Revised on:

