

## San Francisco Public Library Commission Policy Manual

Employment of Persons with Disabilities

Policy #505

Section: Personnel

Adopted: Dec '95

Revised

It is the policy of the San Francisco Public Library Commission that the Library's employment policies shall comply with the Americans with Disabilities Act in addition to existing federal, state, and City and County fair employment laws.

The Public Library Commission adopts the City and County of San Francisco Civil Service Commission Policy (copy attached) providing qualified individuals with disabilities equal access to employment, and to terms, conditions, and privileges of employment, with or without reasonable accommodation.



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## POLICY ON EMPLOYMENT OF PERSONS WITH DISABILITIES

Title I of the Americans with Disabilities Act of 1990 (ADA) took effect for employers with twenty-five or more employees on July 26, 1992. The purpose of the ADA is to eliminate workplace and employment discrimination as it affects an estimated 43 million Americans with disabilities.

It is the policy of the City and County of San Francisco that its employment practices comply with the Americans with Disabilities Act in addition to existing state and federal fair employment laws. The City and County shall provide qualified individuals with disabilities equal access to employment, and to the terms, conditions, and privileges of employment, with or without reasonable accommodation.

A person with a disability is an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual; an individual with a record of such an impairment; or an individual regarded as having such an impairment. A qualified individual with a disability is an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

It is the policy of the City and County of San Francisco to provide reasonable accommodation to qualified individuals with disabilities so long as appropriate reasonable accommodation does not result in an undue hardship on the operations of the department and the City and County of San Francisco or threaten the health and safety of employees or the public. Reasonable accommodation is an effective modification or adjustment to a job application process, an employment practice, or work environment that enables a qualified individual with a disability to perform the essential functions of the job.

It shall be unlawful to discriminate on the basis of disability against a qualified individual with a disability in all employment practices, including, but not limited to: application, testing, hiring, assignment, evaluation, disciplinary actions, training, promotion, medical examinations, lay-off/reemployment, termination, compensation, leave and benefits.

In order to effect the objectives of this policy, the Civil Service Commission shall take appropriate actions including but not limited to review of its rules, policies, and procedures. The Civil Service Commission shall direct the Department of Human Resources to be responsible for the development of procedures to implement this policy and to report periodically to the Civil Service Commission.

The Human Resources Director shall establish procedures to ensure that the City and County of San Francisco complies with the ADA. The Human Resources Director shall designate a Citywide ADA Coordinator who will be responsible for fostering communication, coordinating disability related employment programs, and working with each department's designated ADA coordinator.

The Citywide ADA Coordinator, through the Human Resources Director, shall report periodically on the City and County of San Francisco's compliance to the Civil Service Commission, the Mayor, and the Board of Supervisors.

Adopted September 18, 1995

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