

## Reasonable Accommodation for Individuals with Disabilities Policy

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Northern Rivers Family of Services (NRFS) is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act, as well as the New York State Human Rights Law to ensure equal employment opportunity for all qualified persons with disabilities. It is NRFS policy not to discriminate against any qualified individual with a disability with regard to any terms or conditions of employment because of the individual's disability or perceived disability. This also extends to prohibit discrimination based on a person's relationship or association with a disabled individual.

In accordance with applicable federal and state law, Northern Rivers will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA and New York State Human Rights Law, who has made Northern Rivers aware of his or her disability and the need for an accommodation, provided that such accommodation does not constitute an undue hardship on the organization. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of his or her job should contact a director of Human Resources or the senior benefits administrator, or designee, and suggest appropriate methods of reasonable accommodation.

Northern Rivers encourages individuals with disabilities to come forward and request reasonable accommodations. All information concerning disabilities will be considered confidential and will be released only in accordance with applicable legal requirements. The Human Resources department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

### Contact for Accommodation

For additional information about requests for reasonable accommodations, Northern Rivers has appointed the following individuals as the officials responsible for processing requests for reasonable accommodation from applicants and employees with disabilities:

Applicants should contact:  
Jenny Sardi  
Safety and Benefits Manager

60 Academy Road  
Albany, NY 12208

518.579.3532  
Jenny.Sardi@northernrivers.org