

**CAROLINAS HEALTHCARE
GRADUATE MEDICAL EDUCATION**

**POLICY REGARDING ACCOMMODATION FOR
DISABILITIES**

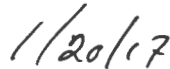
Policy # HR-4.02

Reviewed 12/19/2013, 7/23/14, 1/20/17

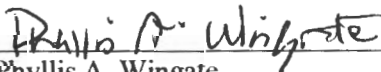
At all times the Graduate Medical Education Committee will follow the Carolinas HealthCare System Employee Handbook referencing Policy HR – 402, Disabilities: Team Members & Persons applying for jobs.



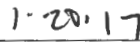
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Date



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Date

**DISABILITIES: TEAM MEMBERS & PERSONS (HR-4.02)
APPLYING FOR JOBS**

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| Summary | Carolinas HealthCare System wants to hire and keep the best team members in the healthcare industry. The best qualified person for a job may be someone with one or more disabilities. Carolinas HealthCare System encourages persons with disabilities to join and stay in our workforce, whether or not the disability needs a reasonable accommodation. |
| Applies to: | ➤ All Carolinas HealthCare System team members and persons applying for jobs. |
| Definitions | <ul style="list-style-type: none"> ➤ Disability ➤ Direct Threat ➤ Qualified Individual with a Disability ➤ Reasonable Accommodation |
| Procedures | <ul style="list-style-type: none"> ➤ General Guidelines ➤ Team Member Responsibilities ➤ Leader Responsibilities |
| Related Policies | |
| Related Links | |



**DISABILITIES: TEAM MEMBERS & PERSONS (HR-4.02)
APPLYING FOR JOBS****Definitions****➤ Disability**

This is a physical or mental impairment that, substantially limits, one or more of the major life activities of a person; a record of such an impairment, or being regarded as having such an impairment.

➤ Direct Threat

This is a major risk of sizeable harm to the health or safety of a person or others. It cannot be removed by making a reasonable accommodation.

➤ Qualified Individual with a Disability

A person with a disability that, with or without reasonable accommodation, can perform the essential duties of the job. This can be a job the person has applied for or one currently held.

➤ Reasonable Accommodation

Reasonable accommodation may include, but is not limited to, any of the following:

- Making a facility reachable and usable by persons with disabilities.
- Job restructuring.
- Changing work schedules or hours, including part-time status.
- Transferring the team member to an open position for which the team member is qualified.
- Getting new or altering existing equipment or devices.
- Changing examinations, educational materials, or policies.
- Providing readers or interpreters.
- Other similar accommodations.

General Guidelines

- Carolinas HealthCare System is an equal opportunity employer. In accordance with the Americans with Disabilities Act (ADA), Carolinas HealthCare System does not discriminate against people with disabilities including qualified persons applying for jobs or existing team members. In fact, Carolinas HealthCare System welcomes and encourages persons with disabilities to apply for jobs. Current team members are valued and Carolinas HealthCare System wants to keep team members who may have developed a disability. This extends to any job application procedures, hiring, advancement, discharge, pay, job education and development, and other terms or conditions of work.



- Job offers are made conditional upon the person completing a post offer health review and drug screen. A person may voluntarily state a need for accommodation during the hiring process. Typically, it is only when this need is stated that Carolinas HealthCare System may ask about a person's disability and accommodation needs.
- The unit or department leader, an Employee Health nurse, and the person applying for a job will review the essential job duties. In a situation with an existing team member's disability, the unit or department leader, Leave of Absence Administration, and the team member will review the essential job duties. Workforce Relations may be consulted if needed. The review will look at the person/team member's job related abilities and limitations, and whether reasonable accommodation would give the person/team member the ability to perform all of the essential duties of the job.
- The unit or department leader, with the assistance of the Employee Health nurse and Leave of Absence Administration, will decide whether and/or what reasonable accommodation is offered. Reasonable accommodation is offered to a qualified individual with a disability unless:
 - The accommodation would cause an "undue hardship" on the operation of the business;
 - The person/team member is not the best qualified applicant (without regard to disability);
 - Even with an accommodation, the person/team member would still pose a direct threat of sizeable harm to the health or safety of himself/herself or others.
- If a person applying for a job or team member with a disability refuses a reasonable accommodation that would have allowed the duties of the job to be done, the person or team member is no longer a qualified individual with a disability.
- Sometimes a team member may develop a disability which cannot be accommodated in the team member's current position. In this situation, the Employee Health nurse will send the team member to Human Resources (Employment). A recruitment specialist will review the skills and limitations of the team member. Posted jobs that can accommodate the team member's disability and for which the team member is qualified will be discussed. The recruitment specialist will make a job placement recommendation if there is a fit between the team member and job.
- A team member with a disability who transfers to an open job in a lower pay grade will receive the lower pay grade.

Team Member (or Person Applying for a Job) Responsibilities

- If a team member or a person applying for a job needs accommodation, the team member or person generally must inform Carolinas HealthCare System. The team member or person is to describe the nature of the physical or mental disability, along with abilities and limitations. This may be done anytime during the hiring process (with the recruiter) or during employment (with the current leader).



- The Employee Health nurse or Leave of Absence Administration may ask the team member or person to provide records showing that the physical or mental impairment exists and the need for accommodation. The Employee Health Department or Leave of Absence Administration may require the team member or person to have an examination by a doctor that Carolinas HealthCare System chooses (for a second opinion). This is done at the cost of Carolinas HealthCare System. If the team member or person refuses this second examination, they will not be considered a qualified individual with a disability.

Leader Responsibilities

- Once the unit or department leader it has determined that an existing team member requires an accommodation, the request is to be sent to Leave of Absence Administration. If a person applying for a job asks for accommodation, this request is to be discussed and reviewed with an Employee Health nurse.
- Human Resources and the unit or department leader will review the essential duties of the job.
- Any decision about accommodation will be communicated to the person applying for the job or the team member by the Employee Health nurse or Leave of Absence Administration.

