

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4105-AG Workplace Accommodations for Employees and Applicants with Disabilities

The following guidelines apply to an employee or applicant with a disability or a record of a disability within the meaning of state or federal law:

- A. If an employee or applicant submits a disability accommodation request, an appropriate District administrator will initiate the interactive process and complete appropriate provisions in Form 4105-F during the interactive process.
- B. Form 4105-F and medical information will be kept confidential and securely stored in the employee's confidential medical records file or similar confidential file for an applicant.

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Revised date: