

**The Providence Center
Policy & Procedure Manual**

Section: Human Resources
Policy Name: Equal Employment Opportunity Policy

Policy Number: 3.00
Page: 1

Board Approved Policy: 10/4/2007

Reviewed/Revised: 3/10/2008

Chief Medical Officer's Signature (when applicable): _____

President/CEO Signature: _____

Effective Date: 6/3/1996

A. Policy:

The Providence Center provides equal opportunity to all qualified persons without regard to race, color, creed, national origin, age, sex, sexual preference, handicapping condition or degree of handicap.

The Center will make reasonable accommodations to the physical or mental limitations resulting from the disability of a qualified individual with a disability that is known to the employer.

B. Background: N/A

C. Definitions:

“Qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodations, can perform the essential functions of the position that such individual holds or desires.

“Undue Hardship” means an action requiring significant difficulty or expense.

D. Procedure:

Employment practices provide that individuals be recruited, hired, assigned, advanced, compensated and retained on the basis of their qualifications, job performance, and treated fairly and without discrimination in these and all other respects without regard to age, race, color, creed, national origin, sex, sexual preference, veteran's status, handicapping condition or degree of handicap.

When a qualified individual with a disability has requested a reasonable accommodation to assist the performance of the job, the following steps must be followed:

1. Ensure that the job description accurately reflects the essential functions.

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2. Consult with the individual to ascertain the precise job related limitations imposed by the individual's disability and how the limitations could be overcome with reasonable accommodations. Documentation may be requested of the individual verifying the need for reasonable accommodation.
3. Identify potential accommodations, in conjunction with the individual, Human Resources or other appropriate Center officials, and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.
4. The requested accommodations will be reviewed by the supervisor, Program Director/Department Head and Chief Human Resources Officer. Every consideration will be given to implement requested accommodations provided they do not impose an undue hardship to The Center.
5. The decision regarding the request for "Reasonable Accommodation" will be communicated to the individual by either the supervisor, Program Director/Department Head or the Chief Human Resources Officer.

E. Statutes, Regulations, and Standards:

The Center complies with applicable federal and state laws, including but not limited to: Title VII of the Civil Rights Act of 1964, the Americans with Disability Act and the Age Discrimination in Employment Act - Rhode Island General Laws 528-5-37, and CARF Standard 1.F.8

F. Distribution, Staff Development, and Training Requirements:

Staff will be informed of this policy during the orientation process. All staff will access the Policy and Procedure Manual on the TPC Intranet.

G. Monitoring Requirements:

On-call and temporary staff and students and volunteers sign a receipt acknowledging they received the summary sheets. The Chief Human Resource Officer reviews all staffing additions and changes to ensure compliance with applicable statutes, regulations and standards.

H. Forms and References:

Equal Opportunity/Affirmative Action Plan

I. Originated By:

Chief Human Resources Officer