

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

General Employment Policies

Section 103 – Disability Accommodation

1. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.
- b. All employment practices and activities are conducted on a non-discriminatory basis.
- c. PFC makes every effort to provide persons with disabilities meaningful employment opportunities.
- d. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.
- e. Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions.
- f. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.
- g. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, job descriptions, lines of progression and seniority lists.
- h. Leave of absence of all types will be available to all employees on an equal basis.
- i. PFC is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.
- j. PFC will comply with any state or local law that provides individuals with disabilities greater protection than the ADA.
- k. This policy is neither exhaustive nor exclusive. PFC is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.
- l. Employees may raise questions or complaints about disability accommodation with the Human Resources Coordinator or their supervisor without fear of reprisal.