

Cornerstone Behavioral Healthcare

PM.33 Reassignment as a Reasonable Accommodation

Cornerstone Behavioral Healthcare (CBH) will provide reasonable accommodation(s) as mandated by the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) of 2008. All job descriptions will denote essential functions of the position with an asterisk (*) mark. CBH will make every effort to comply with the law and make reasonable accommodations for employees on a case-by-case basis, so long as the requested accommodation will not cause an undue hardship for CBH. All reasonable accommodation requests are kept strictly confidential.

The Reassignment as a Reasonable Accommodation Policy provides for the reassignment of an employee who can no longer perform the essential functions of their position due to a physical or mental impairment substantially limiting a major life activity with or without mitigation (with the exception of correctable vision). If an employee can no longer perform the essential functions of their job, the policy provides a structured response. The employee requesting a Reasonable Accommodation will complete CBH's Request for Reasonable Accommodation Form, available from Human Resources.

Accommodation begins with the employee's current position by making changes in the work environment, work tools, or work methods, to enable an employee with a physical or mental disability to perform the essential functions of their position. If a reasonable accommodation(s) cannot be made in an employee's current position, CBH must then explore other reassignment options, in strict order as follows:

1. Reassignment to an equivalent vacant position, for which the employee is qualified, with or without accommodation, provided such a position is available within CBH. In this situation, CBH may nominate such an employee, provided they meet the established minimum qualifications for the job.
2. Demotion to another job within CBH. As is the case above, CBH may nominate such an employee, provided they meet the established minimum qualifications for the job.
3. Simultaneous to (2) above, CBH must refer the employee to the CEO or designee, who will assist the employee in identifying other transfer or demotion opportunities in CBH for which they are qualified. In this situation, normal transfer to vacant positions will also be considered after recalls from layoff and promotion of other eligible CBH employee candidates. A qualified employee so referred must be hired with or without reasonable accommodation.

During the search process, CBH and the employee may agree that a resolution other than those outlined above may be more appropriate. The CEO or designee should be consulted at all stages of the process. Such agreements may be considered, but must be entered into freely by the employee and CBH.

Frank Willard

CEO

Date