

POLICY

The Poverello Center, Inc. shall support through policy, procedure and action the right of disabled persons, prospective staff or volunteers and persons served to equal access to services and employment.

PROCEDURE

I. Regarding applicants for employment or volunteering:

The agency shall make efforts in good faith to arrange reasonable accommodations for qualified applicants, providing these accommodations do not create an undue hardship for the agency. Reasonable accommodations will include the following:

- 1) Consultation with the individual by the supervisor or operations officer.
- 2) Identification of barriers in question
- 3) Identification of possible accommodations
- 4) Approval by the CEO or their designee
- 5) Implementation of the accommodations or written determination that the accommodation would be an undue hardship.

If the process has determined that the accommodation would create an undue hardship for the agency, the prospective employee will be offered the opportunity to implement the accommodation on their own. If in the end, neither the prospective employee nor assistance through other authorities or agencies can be arranged, the decision not to hire shall be documented along with records of all efforts made in the decision.

Interest in employment may be documented through online form at poverello.org or by providing a resume directly to: The Poverello Center, Inc.'s administrative offices located at 2056 North Dixie Highway, Wilton Manors, FL 33305, which is wheelchair accessible and readily reachable by public transportation. Compliance posters shall be visible in the administrative office and staff or volunteers shall be available to help with the application process and any other necessary pre-employment material preparation.

II. Regarding employees:

Should an employee develop a disability during employment, modifications to the employee's original position shall be assessed, as well as a possible job change, restructuring, providing this change does not cause an undue hardship to the agency.

Should an employee have a substance abuse problem that is affecting their work performance, that employee shall be offered the opportunity to go on a leave of absence until the problem is corrected through immediate and appropriate intervention and therapy, provided the employee seeks such an opportunity early in the disciplinary process and does not commit an offence that is punishable by termination on the first offence.

Should an employee require a leave of absence due to a disability not associated with work, they may request leave through procedures outlined in the agency's leave of absence policies.

If the employee requires leave due to a work-related injury, the rules governing workers compensation shall be followed.

The agency does not have to comply with the Family and Medical Leave Act of 1993 and subsequent revisions because of its workforce size.

Approvals:

Signature: _____



Date: _____



Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 07/27/2016

Date Established: 07/17/2010

Date Revised: 07/27/2016; 07/08/17; 06/02/17