



**Dr. Matthew Landahl**  
*Superintendent of Schools*

**Beacon City School District**  
**Administrative Offices**  
10 Education Drive  
Beacon, New York 12508  
[www.beaconk12.org](http://www.beaconk12.org)

**Ms. Ann Marie Quartironi**  
*Deputy Superintendent*

**Dr. Heather Chadwell-Dennis**  
*Assistant Superintendent of  
Pupil Personnel Services*

**Dr. Sagrario Rudecindo-O'Neill**  
*Assistant Superintendent of  
Curriculum and Student Support*

## **Employee Reasonable Accommodation Request**

Employees who would like to request workplace accommodations due to a disability can proceed by following the steps listed below:

1. Complete the [Reasonable Accommodation Request Form](#)
2. Obtain medical documentation from your medical provider to support the request
3. Email Items 1 and 2 above to John Giametta, Executive Director of Human Resources and Operations at [giametta.j@beaconk12.org](mailto:giametta.j@beaconk12.org)

*Additional information:*

### **INFORMATION PERTAINING TO MEDICAL DOCUMENTATION**

After reviewing the initial request and supporting medical documentation, additional medical documentation and/or an examination may be necessary to determine whether a reasonable accommodation is necessary. In such cases, a request for additional information and/or a medical appointment notice will be mailed to the employee's home. In the context of assessing an accommodation request, medical documentation is often needed to determine if the employee has a disability covered by the ADA and is entitled to an accommodation (i.e., has a permanent disability, as distinguished from temporary disability, that substantially limits one or more major life activities, affects the employee's ability to perform essential job functions, and is of sufficient severity) and if so, to help identify an effective and reasonable accommodation. The Human Resources Department is charged with collecting medical documentation. In the event that additional medical documentation is required, the employee will be notified to submit documentation from their medical provider.

### **GRANTING AN ACCOMMODATION**

After the review and consultation with the District's physician, if necessary, it is determined that an employee has a disability that requires an accommodation, the Human Resources Department will work with the employee's supervisor to determine whether it can offer an effective accommodation that is reasonable and does not cause an undue hardship. If a reasonable accommodation is possible and granted, it may be reevaluated, modified, or terminated due to changes in circumstances.

### **ACCOMMODATION**

If an accommodation has been granted, employees may be required to resubmit accommodation requests with updated supporting medical documentation in order to continue the accommodation in the following school year.