

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) is committed to providing Reasonable Accommodation(s) for applicants or employees who need accommodations in order to perform the Essential Functions of their jobs due to disability or pregnancy.

If any information in this policy or procedure conflicts in any way with legal requirements, the legal requirements supersede the information in the policy and/or procedure; otherwise, HHRI's decisions as to the interpretation of this information will be final and binding.

II. PROCEDURE:

- A. Employees who believe they require accommodation in order to perform one or more Essential Functions of their job should:
  - 1. Inform their manager as soon as they learn the accommodation may be needed, and
  - 2. Complete the Request for Reasonable Accommodation and Medical Release form.
- B. Employees may be asked to submit documentation from a physician supporting the need for the requested accommodation or sign a Release of Medical Information.
- C. Each requested accommodation will be evaluated on a case by case basis. HHRI may consider information provided by the employee, the employee's physician, the employee's manager, Employee Occupational Health and Wellness (EOHW), Human Resources, and other appropriate parties.
- D. An assessment for a workplace accommodation, when coordinated by Human Resources, will be paid by HHRI (i.e. preplacement health screen, ergonomics assessment, etc.), whereas in accordance with HHRI Business Expense guidelines, office supplies, equipment and furniture costs will be allocated to the Principal Investigator's directed accounts.
- E. Employees who choose to continue breastfeeding when they return to work will be accommodated by providing reasonable **paid** break time each day to express breast milk for her infant child. Any employee requesting a lactation accommodation should notify her supervisor prior to returning to work to discuss any relevant workload or scheduling accommodation needs.
- F. Employees who feel this policy may have been violated should report the concern to their supervisor or the Human Resources Department.

III. DEFINITIONS:

**Essential Function:** Fundamental responsibility of a position, as defined by the respective job description, without which the job would not exist or failure to complete would result in serious consequences.

**Reasonable Accommodation:** Any change in the workplace (or in the ways things are usually done) to help a person with a disability apply for a job, perform the Essential Functions of the job, or enjoy the benefits and privileges of employment.

IV. SUPPORTING DOCUMENT:

Employee Request for Reasonable Accommodation and Medical Release form

Supporting document can be obtained by accessing HHRI's HR Portal or by contacting the Human Resources Department.

Employee Lactation Guidelines and Resources

HHS Employee Designated Lactation Spaces