


<b>TOWN OF WOODFIN – POLICY STATEMENT</b>		Policy #:	
Department: Administration / Finance		Issuing Date:	06/20/2017
 <p style="text-align: center;"><b>Disability Policy</b></p>	Policy Title:	Effective Date: 06/16/2021	
		Revised Date:	06/20/2017
		Prepared By:	Jason Young, Town Administrator
		Approved By & Date:	Board of Commissioners 06/20/2017

**PURPOSE:** It is the policy of Town of Woodfin to comply with all federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

- POLICY:**
- A. Town of Woodfin will work with qualified individuals with a disability requesting a reasonable accommodation so that they can perform the essential functions of a job. Town of Woodfin will not grant a reasonable accommodation if doing so causes a direct threat to the requesting individual or others in the workplace and the threat cannot otherwise be eliminated and/or if the accommodation creates an undue hardship to Town of Woodfin. Contact the Town Administrator with any questions or requests for accommodation.
  - B. All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.
  - C. The Town Administrator is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

**SCOPE:** This policy applies to all employees of the Town of Woodfin.

**COMMENTS:** Policy should be reviewed annually and updated, as necessary.

**POLICY AUTHORITY:** Please contact the Town Administrator at 828-253-4887 with any questions pertaining to this policy.