

Procedure Title:

EMPLOYMENT**PROCEDURE NUMBER: 1-1-4**

Policy Title:

**DISABILITY
ACCOMMODATIONS**

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.
2. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority list. Leave of all types will be available to all qualified employees on an equal basis.
3. Keystone is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Keystone will follow any state or local law that provides individual with disabilities greater protection than the ADA.
4. This policy is neither exhaustive nor exclusive. Keystone is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities on accordance with the ADA and all other applicable federal and local laws.

NOTES: