



Reasonable Accommodation Policy

- 1.0 PURPOSE
To assist in the implementation of the reasonable accommodation provisions as required by federal, state, and local law.
- 2.0 SCOPE
This policy applies to all applicants and employees of Cold Spring Harbor Laboratory.
- 3.0 RESPONSIBILITY
The interpretation and administration of this policy is the responsibility of the Vice President, Chief Human Resources Officer.
- 4.0 POLICY
Cold Spring Harbor Laboratory recognizes that individuals with disabilities, pregnant individuals, and individuals who observe certain religions and individuals with a status as a victim of domestic violence, sexual violence, or stalking may need reasonable accommodations with respect to their application for employment or to perform the essential functions of a job. A reasonable accommodation may include, but is not limited to, an exception to a rule or policy or physical change to a work space or common area. Cold Spring Harbor Laboratory will provide a reasonable accommodation to a qualified individual, provided that such accommodation does not impose an undue hardship on the Laboratory. Consideration of possible reasonable accommodation options for individuals may involve input by, but not limited to, the individual, the individual's physician, the individual's immediate manager/supervisor, the Vice President, Chief Human Resources Officer, and/or The SightMD Center for Health and Wellness. The Laboratory will consider and respond to each request on a case-by-case basis.
- 5.0 REASONABLE ACCOMMODATION REQUESTS
Individuals who require reasonable accommodation during their employment with the Laboratory or in connection with an application for employment with the Laboratory are strongly encouraged to contact the Vice President, Chief Human Resources Officer, and may also use an optional form, "Accommodation Request Form" ("Request Form"), which can be accessed on the Human Resources Intranet page under Forms. Individuals who require assistance in completing the Request Form, or wish to make a request orally, should contact the Vice President, Chief Human Resources Officer.

Upon receiving a request for a reasonable accommodation, the Laboratory will promptly consider and respond to each request on a case-by-case basis. If the request is of a time-sensitive nature, the individual requesting an accommodation should so advise the Vice President, Chief Human Resources Officer.

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to interpret, administer, revise, supplement, or rescind policies as it deems appropriate.