



**ADMINISTRATIVE  
SERVICES  
BULLETIN**

NUMBER: 2006-11

SUBJECT:

**REASONABLE ACCOMMODATION**

FROM:

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ACTING DIRECTOR OF ADMINISTRATIVE SERVICES

*7/13/06*  
DATE

DISTRIBUTION:

All Employees

THIS BULLETIN SUPERSEDES: ADMINISTRATIVE SERVICES BULLETIN 98-17 AND  
REASONABLE ACCOMMODATION PROCEDURE 100-0-12; AND SUPPLEMENTS  
EXECUTIVE BULLETIN 98-4.

### **Policy**

It is the policy of the New York State Thruway Authority and the Canal Corporation (Authority/Corporation) to provide reasonable accommodations to qualified individuals with known physical or mental disabilities. The right to a reasonable accommodation is established under the Americans with Disabilities Act (ADA) of 1990 as amended, the New York State Human Rights Law and other federal law and state executive orders and memoranda.

The Authority/Corporation is committed to assuring equal employment opportunity and equal access to services, programs and activities for employees and applicants with disabilities. This policy applies to all employment practices and actions including but not limited to, recruitment, the job application process, examination and testing, hiring, training, disciplinary action, pay or other compensation, advancement, classification, transfer, reassignment and promotion.

Reasonable accommodations are modifications or adjustments to the work environment that allow a qualified individual with a temporary or permanent disability to perform their job in a reasonable manner. A qualified individual with a disability is an individual who, with or without a reasonable accommodation, can perform the essential functions of the position that such individual holds or desires. A reasonable accommodation is limited to the disability of the employee or applicant. It does not extend to caring for family members, child care issues or special aid devices such as hearing aids, wheel chairs, eyeglasses, etc.

A reasonable accommodation may include, but is not limited to, making facilities more accessible, modifying work or shift schedules, acquiring or modifying equipment, providing readers or interpreters or providing assistive technologies such as voice recognition software.

The Authority/Corporation may not deny any employment opportunity to a qualified employee or applicant with a disability if the sole basis for the denial is the need to accommodate the physical or mental limitation of the employee; however, accommodations which create an undue hardship on the Authority/Corporation are not mandated. Undue hardship means significant difficulty or expense to the Authority/Corporation. Supervisors should consult with the Equal Opportunity Unit (EOU) for guidance.