

Human Resources

AP 7348 ACCOMMODATIONS

Reference(s):

Government Code Sections 12926, 12940, and 12945;
Labor Code Sections 230 and 1030 et seq.;
Title 2 Sections 11040 et seq., 11050 et seq., and 11060 et seq.;
29 U.S. Code Section 207 subdivision (r);
42 U.S. Code Sections 12101 et seq.;
42 U.S. Code Sections 2000e et seq.;
29 Code of Federal Regulations Parts 1605.1 et seq.

Absent undue hardship or direct threats to the health and safety of employee(s), the district provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if so requested, and with the advice of the health care provider;
- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Reasonable Accommodation Process

Any qualified employee or applicant who may require reasonable accommodation should contact the Office of Human Resources to begin the interactive process.

Employees requesting a reasonable accommodation must include documentation from their physician verifying the existence of a disability. Upon receiving the required paperwork from the employee, the Office of Human Resources, in collaboration with the employee's current supervisor, will make the determination as to whether the employee qualifies for reasonable accommodation. If the employee qualifies for reasonable accommodation, the Office of Human Resources, in consultation with the appropriate supervisor, and other appropriate management personnel, shall arrange a meeting between the employee and any other relevant parties to convene the interactive process under the ADA.

See collective bargaining agreements for reasonable accommodations, if applicable.

Lactation Accommodation

Employees have the right to request lactation accommodation and should make the request to the Office of Human Resources. The Office of Human Resources will respond to the request.

An overtime-eligible employee who wishes to express breast milk for the infant child during scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The district will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. See AP 5203 Lactation Accommodation.

Employees may file a complaint with the Labor Commissioner for any alleged violation of Labor Code Sections 1030 et seq., which governs lactations accommodations.

Any employee storing expressed milk in any authorized refrigerated area within the work area shall clearly label it as such. No expressed milk shall be stored at the work area beyond the employee's workday.

Adopted: November 18, 2025

Board Reviewed: