

	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.06¹
	Title: DISABILITY ACCOMMODATION	Page: 1 of 3
		Effective Date: 03-01-12
		Retires Policy Dated: 10-12-11
		Previous Versions Dated: 06-01-10; 04-01-03; 01-01-96; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide supervisors with appropriate guidelines regarding disability accommodations for employees.

III. POLICY:

Tenet is committed to complying fully with the Americans with Disabilities Act (ADA), its amendments, and corollary state and local laws protecting disabled employees and is committed to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer occupational assessments are generally required. They are given to all persons entering the position only after conditional job offers have been extended. Medical records will be kept confidential and separate from personnel files.

Reasonable accommodation will be afforded to qualified individuals with disabilities, where their disability affects the performance of job functions, unless the accommodation would cause an undue hardship. All accommodation decisions are based on the particular facts of the situation in accordance with defined criteria, not the disability of the individual.

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 other terms and conditions of employment. Leave of all types will be available to all employees on an equal basis.

Tenet 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. Tenet will follow all state or local laws that provide individuals with disabilities greater protection than the ADA.

¹Prior to June 3, 2013, the policy number was HR-113.

	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.06
	Title: DISABILITY ACCOMMODATION	Page: 2 of 3
		Effective Date: 03-01-12
		Retires Policy Dated: 10-12-11
		Previous Versions Dated: 06-01-10; 04-01-03; 01-01-96; 01-01-93

This policy is neither exhaustive nor exclusive. Tenet is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

IV. PROCEDURE:

A. Employee

1. If an employee has a disability and believes an accommodation is needed to perform his/her job, he or she should make a request to their facility Human Resources department.
2. An employee requesting the accommodation will be required to provide documentation from a healthcare provider that is sufficient to substantiate that he or she has a covered disability and requires the requested reasonable accommodation.
3. Employee will need to cooperate with Human Resources representative in an interactive process to determine whether the requested accommodation can be granted.
4. Employee will make Human Resources aware of changes to his or her disability or need for accommodation.

B. Facility Human Resources

1. Ensure that all employment decisions are conducted on a nondiscriminatory basis.
2. Work with employees to facilitate reasonable accommodation of employees with disabilities in a manner consistent with this policy and state and federal law. Human Resources will be primarily responsible for handling accommodation requests, and obtaining necessary information from the individual, healthcare providers and facility units.
3. Document accommodation process, including interactive process on the Reasonable Accommodation Worksheet.
4. Ensure that all medical information submitted in connection with a disability accommodation request is kept in a separate confidential medical file.
5. Within a reasonable time period document decisions regarding accommodation requests for the file and the employee. Convey

	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.06
	Title: DISABILITY ACCOMMODATION	Page: 3 of 3
		Effective Date: 03-01-12
		Retires Policy Dated: 10-12-11
		Previous Versions Dated: 06-01-10; 04-01-03; 01-01-96; 01-01-93

information regarding accommodations only as necessary to the appropriate personnel to ensure effective implementation.

C. Supervisors

1. Ensure that all employment decisions are conducted on a nondiscriminatory basis.
2. If an employee indicates that he or she requires an accommodation due to a disability, direct the employee to the facility Human Resources department. Direct employee to submit any medical documentation provided by the employee to the facility Human Resources department.
3. If an employee has not sought accommodation but the employee's need for accommodation is apparent, contacts the facility Human Resources department.
4. Work with facility Human Resources representatives as requested to facilitate reasonable accommodation of employees with disabilities in a manner consistent with this policy and state and federal law.
5. Follow guidelines set forth relative to hiring procedures.

D. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law. Employees requesting reasonable accommodation for a disability will not be subjected to retaliation as result of their requests.

V. REFERENCES:

- Human Resource policy HR.ERW.08 No Retaliation
- Reasonable Accommodation Worksheet