

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT
Harrisburg, Pennsylvania 17109

POLICY

**ACCOMMODATIONS FOR HANDICAPPED EMPLOYEES
AND
QUALIFIED APPLICANTS FOR EMPLOYEMENT**

Susquehanna Township School District recognizes its obligation to provide reasonable accommodations for handicapped employees and applicants for employment who are otherwise qualified to perform their job responsibilities.

Administrative Guidelines

1. Any administrator/supervisor recommending a handicapped person for employment shall notify the 504 Coordinator.
2. The 504 Coordinator shall meet with the candidate to determine necessary accommodations and shall make appropriate recommendations to the superintendent.
3. The superintendent will take appropriate steps to meet the requirements of this policy.
4. In the event that a current employee becomes handicapped but remains otherwise capable of discharging his/her duties, the administration will proceed as in steps 1-3 above.