




## PREGNANCY ACCOMMODATION

<b>POLICY NUMBER:</b> 15-9.4	<b>EFFECTIVE DATE:</b> January 1, 2020
<b>REVISION DATE:</b> January 1, 2020	<b>REVISION NUMBER:</b> 2
<b>CITY MANAGER APPROVAL:</b> 	<b>DATE:</b> 1 - 2 - 20

### POLICY

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact human resources to discuss their options for continuing to work and, if necessary, leave of absence options. The city will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the city's operations.

Although this policy refers to "employees," the city will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

#### Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with human resources and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the city and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the city and employee must monitor the employee's accommodation situation and make adjustments as needed.

#### No Discrimination, No Retaliation

The city prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the city; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave, OFLA, or FMLA if a reasonable accommodation can be made that doesn't impose an undue hardship on

the operations of the city. Also, no employee will be denied employment opportunities if the denial is based on the need of the city to make reasonable accommodations under this policy.

**Leave of Absence Options for Pregnant Employees**

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law, the Oregon Family Leave Act, and the Family Medical Leave Act. See these policies in the Employee Handbook or speak with human resources.