



## **NYSIF Policy on Reasonable Accommodation For Applicants and Employees with Disabilities**

The State of New York and NYSIF are committed to assuring equal employment opportunity for persons with disabilities so they may enjoy a full and productive life. To this end, it is NYSIF's policy to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the State government position for which he or she is applying, or in which he or she is employed. This policy is based on the New York State Human Rights Law, Sections 503/504 of the Federal Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA), and all applicable Executive Orders and Memoranda.

The policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, the job application process, examination and testing, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, and promotions.

Applicants for employment or current employees can make requests for reasonable accommodations.

All information, including medical information, provided by or on behalf of an employee or applicant with disabilities will be kept confidential.

Attached to this policy is the Application for a Reasonable Accommodation to be completed and submitted to an employee's supervisor or directly to NYSIF's Reasonable Accommodations email: [RA@nysif.com](mailto:RA@nysif.com).

NYSIF has designated **Amanda Huguley-Williams** as the agency's Designee for Reasonable Accommodations (DRA). NYSIF's DRA is also NYSIF's Designated Americans with Disabilities Act Coordinator.

Contact Amanda Huguley-Williams at 212-312-1963, [ahuguley@nysif.com](mailto:ahuguley@nysif.com) or [RA@nysif.com](mailto:RA@nysif.com).



## NYSIF Application to Request Reasonable Accommodation of a Disability

Application for reasonable accommodation may be made to your supervisor or submitted to NYSIF's mailbox for Reasonable Accommodations: [RA@nysif.com](mailto:RA@nysif.com). If the request is made to your supervisor, your supervisor will forward the request to the DRA. All confidential information, including all medical information, received by NYSIF personnel pertaining to your request shall be handled as such. All medical information is confidential and maintained separately from personnel records.

Name		Civil Service Title	Job Title (if different)
Office/Unit	Work Location		Telephone Number(s)
E-mail address:	Preferred method of communication:		

I am requesting the following reasonable accommodation(s):

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It is necessary for me to have this accommodation for the following reason(s):

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The employee should retain a copy of this form before submitting to supervisor or DRA. The original is filed by NYSIF's Designee for Reasonable Accommodations.