

AMERICANS WITH DISABILITY ACT (ADA/ADAAA)

The employer prohibits discrimination against any employee or applicant for employment on the basis of disability and/or retaliation in violation of the ADA and shall promptly investigate any disability and/or retaliation-based discrimination complaints to provide prompt action which is appropriate and effective to remedy the discrimination.

If you are interested in accommodation or evaluation for accommodation for a permanent or temporary disability, you must contact the Corporate HR office to discuss your needs specifically. Dealership management is not authorized to make any determinations relative to ADA eligibility or reasonableness of an accommodation. Inform the HR Corporate office as soon as accommodation for a disability becomes an issue or when there is a change in the need for accommodation. Even if you are not eligible for FMLA, you may be eligible for similar accommodations, depending on the specific circumstances. Please engage in the interactive process (conversation with the Corporate HR office) to learn what options may be available.

In summary, the ADA protects from discrimination an employee or applicant with a qualified mental or physical disability who is able to perform the essential functions of the job with or without reasonable accommodation. Generally, ADA defines disability as an "impairment" which substantially limits one or more major life activities (and may extend certain rights and responsibilities as defined by the law or as amended under the ADAAA, including work accommodations). When allowable and necessary for the purpose of evaluating a need/accommodation or determining eligibility or existence of a disability under ADA/ADAAA, the employer may request certain medical records and similar documentation and may require assessment by its designated healthcare provider. This will only be to determine your ability to safely perform job related tasks and consistent with business necessity and will not be overly broad in scope. **If you feel your eligibility for ADA/ADAAA -or- interest in being considered for eligibility has been unrecognized by your manager, Human Resources, or other employer representative, you are expected to immediately notify the next higher authority of your concern.** If leave has been granted after a request which did not specify an exact or fairly specific return date, or where you require additional leave beyond that which was originally granted, or if you have had a health crisis causing a spontaneous absence, the employer may need to communicate with you during your absence/leave and request information from you, or your healthcare provider, about your need for absence and the likelihood and timing of return to work, with or without reasonable accommodation. If you are granted extended leave with a fixed return date the employer may communicate with you before the return date to check on your progress. Such communications are necessary to support a positive interactive dialog to evaluate your expected return to work and the possible need for additional accommodation, including extending absence.

In short: Let your manager know your need and s/he will contact Human Resources for guidance or you may contact Human Resources directly at 210-558-5005.