

POLICY TITLE: Pregnant Workers Fairness Act Accommodation

ADOPTED/LAST REVISION: 1/16/2025

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board. This policy/procedure applies to all library employees.

PURPOSE:

The purpose of this policy is to ensure compliance with the Pregnancy Workers Fairness Act (PWFA) and to promote a fair and supportive workplace for all employees and applicants affected by pregnancy, childbirth or related medical conditions.

POLICY:

As required by the Federal Pregnant Workers Fairness Act (PWFA), the Everett Roehl Marshfield Public Library will provide reasonable accommodations to employees and applicants for known limitations related to pregnancy (including termination of pregnancy), childbirth, or other related medical conditions or medical appointments (including fertility treatments), provided that such accommodations would not create an undue hardship.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by contacting the Library Director or Human Resources (HR). If the need for a particular accommodation is not obvious, the person making the request may be asked to provide additional information, such as how the accommodation(s) will address limitations caused by pregnancy, childbirth, or related medical conditions. If additional discussion is necessary, Human Resources will engage with the person in the interactive process to accurately understand the limitations and find reasonable accommodations. Documentation to support a request for accommodation may be required, but only when reasonable under the circumstances.

The following are some examples of reasonable accommodations that will generally be granted as soon as possible and without documentation:

- Ability to receive closer parking.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- The ability to alternate between sitting and standing as needed.
- Light duty or help with lifting or other manual labor.

An employee may request paid (based on their paid accruals) or unpaid leave as a reasonable accommodation under this policy. If leave is provided as a reasonable accommodation, it will run concurrently with other leaves provided by federal, state or local law. The Everett Roehl Marshfield Public Library will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The Everett Roehl Marshfield Public Library prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Reference: City Policy 3.554