IRVINGTON PUBLIC SCHOOLS 

**ADA/NJLAD 504 OFFICER, Dr. Lystrea Crooks**

*2022-2023 SCHOOL YEAR*

**ADA/NJLAD 504 EMPLOYEE ACCOMMODATION REQUEST:**

The Irvington Public Schools pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, ADA/New Freedom of Initiatives, Title VII of the Civil Rights Act of 1964 amended by the Equal Opportunity Commission and Title I of the ADA will, in good faith, provide reasonable accommodations for its qualified employees. The District may require additional information in order to consider when to provide a reasonable accommodation and when to be interactive with certain parties in an effort to determine what, if any, accommodations should be provided. The District will regard the dissemination of information in order to make determination regarding accommodations on a “need to know basis”. In addition, the District will act in a timely manner on such requests for accommodation. It should be noted information submitted is kept in confidence.

**504 APPLICATION PROCEDURES:**

**The Irvington Public Schools employee requesting accommodation as a result of a medical condition must file this ADA/NJLAD 504 Accommodation Request Form and submit supporting medical documentation to the Irvington Public Schools ADA/NJLAD 504 Officer:**

**Dr. Lystrea Crooks, ADA/NJLAD 504 Officer**

**1324 Springfield Avenue**

**Irvington, New Jersey, 07111**

**lcrooks@irvington.k12.nj.us**

**The application must be submitted with the necessary medical documentation that includes: diagnosis, prognosis, anticipated length of disability, description of the requested accommodations, with the original signature of the diagnosing physician. The employee may wish to submit the supporting medical documentation directly to:**

**Kimberly Mangum-Ross, Benefits Manager, CEBS**

**1 University Place**

**Irvington, New Jersey 07111**

**kmangum@irvington.k12.nj.us**

**Upon receipt of the fully executed application, the accommodation request will be reviewed in a timely manner by the 504 Accommodation Committee. The ADA/NJLAD 504 Officer will notify the applicant of receipt of the application and a designated meeting will be scheduled for the purpose of discussing and clarifying the employee’s request.**

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**Employees must notify the 504 Committee 48 hours prior to a scheduled meeting if the employee is bringing an attorney to the scheduled meeting.**

**The 504 Committee’s written accommodation determination will be forwarded to the employee following the formal 504 meeting. The employee upon receipt of the New Jersey Law Against Discrimination Request for Accommodation Determination form can:**

ξ **Accept the accommodation(s) provided by the Committee**

ξ **Disagree with the accommodation(s) provided by the Committee, but will accept the decision**

ξ **Refuse the accommodation(s) provided by the Committee and appeal the decision. To appeal the employee must identify the original accommodation requested and give specific reasons why an appeal is being requested. All appeals must be based on original accommodation request.**

**The employee must review and sign the the New Jersey Law Against Discrimination Request for Accommodation Determination form, choosing to accept, disagree, or appeal. This must be returned to:**

**Dr. Lystrea Crooks, ADA/NJLAD 504 Officer**

**1324 Springfield Avenue**

**Irvington, New Jersey, 07111**

**lcrooks@irvington.k12.nj.us**

**After receiving the signed acceptance by the applicant, the applicant’s immediate supervisor will be notified only that a 504 plan is in place and that the plan must be implemented but no details will be disclosed. The applicant, after receiving and accepting the 504 accommodations from the**

**504 committee, has the responsibility to notify his/her immediate supervisor of the detailed accommodations.**

**APPEAL PROCESS:**

**First Appeal: Upon receipt of the signed New Jersey Law Against Discrimination Request for Accommodation Determination form in which the employee identifies the original accommodation requested and gives specific reasons why an appeal is being requested based on the original accommodation request an appeal meeting will be scheduled with the 504 Committee:**

**Ms. Farrah Irving, Esq., Manager of Human Resources**

**Ms. Kimberly Mangum-Ross, CEBS, Benefits Manager**

**Ms. Semone Spears, Confidential Secretary Medical**

**Dr. Lystrea Crooks, ADA/NJLAD 504 Officer**

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**Second Appeal: Upon receipt of the signed New Jersey Law Against Discrimination Request for Accommodation Determination form in which the employee identifies the original accommodation requested and gives specific reasons a second appeal is being requested based on the original accommodation request the request will be forwarded to Dr. April Vauss, Superintendent of Schools.**