CareLink prohibits any and all types of prohibited discrimination against a qualified applicant or employee on the basis of: (1) a current disability, (2) record of a prior disability, (3) being perceived or regarded as disabled, or (4) a relationship or association with someone with a disability. A qualified applicant or employee is an individual who can perform the essential functions of the job in question, either with or without a reasonable accommodation.

If CareLink is notified that a qualified individual with a disability requires a reasonable accommodation in order to participate in the application process, perform the essential functions of a job, or enjoy equal benefits and privileges of employment, CareLink will work with that person to attempt to find and implement a reasonable accommodation unless to do so would impose an undue hardship on the operation of CareLink’s business or, despite the reasonable accommodation, create a direct threat of safety to the individual or others.

Requests for accommodations can be either oral or in writing, and individuals are not required to use any particular words in making a request. CareLink’s Human Resources Department is responsible for determining if an individual is considered “qualified” and if a “reasonable accommodation” exists. As such, an applicant or employee in need of an accommodation, or a manager or supervisor aware of an applicant’s or employee’s need for an accommodation, should contact a member of the Human Resources department. The HR Manager will promptly engage in the interactive process with the applicant or employee regarding the requested accommodation. The interactive process will consist of a cooperative dialogue or discussion between the employee or applicant the HR Manager and a member of the HR department. The purpose of the interactive process will be to:

* Evaluate whether the medical condition qualifies as a disability under ADA;
* Determine the disability’s effect upon the individual’s ability to perform the essential functions of the job;
* If possible, craft an effective accommodation to enable the individual to participate in the application process or to perform the essential functions of the job; and
* Take prompt action to offer and implement the reasonable accommodation.

CareLink will not tolerate any form of retaliation against an applicant or employee on the basis of a disability, a request for a disability accommodation, or participation in a complaint or investigation of disability discrimination. An employee may reach the Human Resources Department at 501-688-7481/484.