



Administrative Form 4436

## NOTICE TO EMPLOYEES REGARDING THE NEVADA PREGNANT WORKERS' FAIRNESS ACT

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1. Employees of the Washoe County School District ("District" or "WCSD") have the right to be free from discriminatory or unlawful employment practices under the Nevada Pregnant Workers' Act and Nevada Revised Statute 613.335. As such, the District will provide reasonable accommodation to a female employee or applicant for employment upon request of the employee or applicant for a condition relating to pregnancy or childbirth, or a related medical condition, unless such accommodation would cause undue hardship to the District.
2. Requests for Accommodation and Interactive Process
  - a. Female employees or applicants should direct any request for an accommodation to their Administrator. The District will engage in a timely, good faith interactive process to determine an effective, reasonable accommodation for the employee or applicant.
3. Guidelines for Administrators:
  - a. Potential accommodations for employees include a change in the work environment or in the way things are customarily carried out that allows the employee to have equal employment opportunities, including the ability to perform the essential function of the position and to have benefits and privileges of employment that are equal to those available to other employees. Potential accommodations for applicants include modification to the application process or the manner in which things are customarily carried out that allows the applicant to be considered for employment or hired for a position. Examples of reasonable accommodation include but are not limited to: modifying equipment or providing different seating; revising break schedules (including the frequency or duration of breaks), providing space in an area other than a bathroom to be used for expressing breast milk, assisting with manual labor that is incidental to the primary work duties of the employee, light duty work, temporary transfers to a less strenuous or hazardous position, or restricting a position or providing a modified work schedule.
  - b. In the event that the employee and/or Administrator are unsure of possible accommodations, the employee/Administrator shall contact Risk Management.
  - c. No female applicant or employee affected by a condition relating to pregnancy or childbirth or a related medical condition will be:
    - i. Required to accept an accommodation the employee or applicant did not request or chooses not to accept;
    - ii. Required to take a leave of absence as an accommodation if a different reasonable accommodation is available that would allow the employee to continue to work;
    - iii. Subject to any adverse action because of requesting or using a reasonable accommodation under this policy; or
    - iv. Denied an employment opportunity based on the need of the employee or applicant for a reasonable accommodation under this policy.
  - d. Adverse actions can include, but are not limited to: refusal to promote, transfers, refusal to reinstate to the same or an equivalent condition upon return to work, or taking other action which affects the terms or conditions of employment in a manner not desired by the employee. WCSD reserves the right to make exceptions from this policy based upon a bona fide occupational qualification as permitted by the Act. WCSD further reserves the right to require a female employee to provide an explanatory statement from the employee's physician concerning the specific accommodation recommended for the employee.

[Execute and return the Acknowledgment of Receipt on following page]

## ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I received, read, and understand the **NOTICE TO EMPLOYEES REGARDING THE NEVADA PREGNANT WORKERS' FAIRNESS ACT**. I further acknowledge that I:

- Received Notice Upon Commencement of Employment
  
- Received Notice within 10 Days Upon Informing my Administrator of my Pregnancy

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature