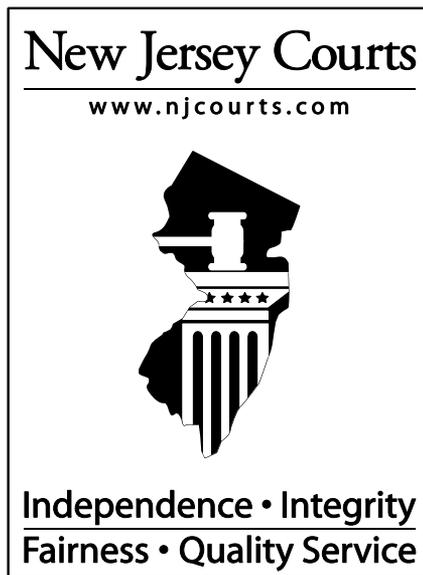


# The New Jersey Judiciary's Title I ADA Procedures for Employees and Job Applicants with Disabilities



The Judiciary ensures compliance with the Americans with Disabilities Act and the New Jersey Law Against Discrimination and prohibits discrimination against qualified individuals with disabilities in employment.

# **Relevant Provisions of the Judiciary Policy Prohibiting Discrimination Against Individuals with Disabilities**

## **Employees and job applicants**

The Judiciary is committed to complying with the Americans with Disabilities Act (ADA), the New Jersey Law Against Discrimination (NJLAD), and other applicable anti-discrimination statutes. In addition, the Judiciary will not discriminate against any job applicant or employee on the basis of a disability regarding the terms, privileges or conditions of employment. The Judiciary will not discharge an employee because of a disability, provided that the employee remains qualified and able to perform the essential functions of the job with or without reasonable accommodations.

## **Reasonable accommodations**

The Judiciary will provide a reasonable accommodation for qualified employees and job applicants with a disability, provided that the accommodation does not fundamentally alter the nature of a Judiciary program, service, or activity, or impose an undue hardship upon the Judiciary, and that the individual is able to perform the essential functions of the job. A qualified employee or job applicant with a disability may request a reasonable accommodation by contacting the local Title I ADA coordinator listed in this brochure or at [njcourts.com](http://njcourts.com).

## **Who is covered by Title I of the ADA?**

Title I of the ADA applies to current employees and job applicants with a disability, who have a history of having a disability, or who are regarded as having a disability.

## **What is the role of the local Title I ADA coordinator?**

The local Title I ADA coordinator:

- Receives and provides information,
- Facilitates discussion between an employee/job applicant with a disability and management about potential accommodations,
- Documents the communications regarding the accommodation(s) requested,
- Communicates the accommodation decision.

Both management and the individual with a disability are equally responsible to discuss and suggest accommodation options.

## **What is a reasonable accommodation?**

For an employee, a reasonable accommodation is any modification made to the workplace environment or the manner in which the work is performed to enable the employee with a disability to perform the essential functions of the job. Determinations of reasonable accommodations are made on a case-by-case basis depending upon the employee's essential job functions and medical limitations. The Judiciary is not required to remove an essential function of a job as an accommodation.

Examples of reasonable accommodations for employees with disabilities may include:

- Making facilities readily accessible to and usable by an individual with a disability,
- Obtaining or modifying equipment or devices,
- Providing training materials in accessible formats,
- Restructuring a job by allocating or redistributing marginal job functions,
- Altering when or how an essential job function is performed,
- Providing part-time or modified work schedules,
- Reassigning an employee to a vacant equivalent position for which the employee is able to perform the essential functions.

The Judiciary will provide a reasonable accommodation to enable a job applicant to participate in all aspects of the job interview and hiring process. Reasonable accommodations for job applicants in the hiring process can include:

- Providing written materials in accessible formats, such as large print, Braille, or audiotape,
- Providing readers or sign language interpreters,
- Ensuring that recruitment, interviews, tests, and other components of the application process are held in accessible locations and formats,
- Providing or modifying equipment or devices,
- Adjusting or modifying application policies and procedures.

## **How do I request an accommodation?**

Accommodations are requested by the individual with a disability. The request does not have to be in writing and no specific words need to be used. The employee or job applicant with a disability should advise the local Title I ADA coordinator that some type of assistance is needed to perform essential job functions or to participate in all aspects of the job interview and hiring process due to a medical condition. The local Title I ADA coordinators are listed in this brochure and at [njcourts.com](http://njcourts.com).

## **As an employee, will I be required to provide medical documentation?**

You might be asked for specific medical documentation regarding the nature of your medical condition and how that disability limits your performance of the job. The Judiciary is committed to preserving confidentiality of your medical information.

## **Will my supervisor be told what my medical condition is?**

The local Title I ADA coordinator will not share your medical condition with your manager/supervisor, but may share your limitations, as needed, to determine a reasonable accommodation. Medical notes should not be provided to the employee's manager/supervisor, but should instead be given to the local Title I ADA coordinator.

## **I am a job applicant and will need an accommodation for the job interview and hiring process. How do I request an accommodation?**

As soon as you realize that you will need an accommodation for some aspect of the hiring process, you should inform the local Title I ADA coordinator because advance notice to provide certain accommodations may be necessary. The Judiciary might request additional information or documentation in order to understand how an accommodation would enable you to participate fully in all aspects of the job interview and hiring process.

## **I am an employee or a job applicant and I disagree with the accommodation provided or my request for an accommodation was denied. What do I do?**

If you have new or additional information and your request for an accommodation was denied or if you disagree with the accommodation provided, you may provide that new or additional information to the local Title I ADA coordinator. If you do not have any new or additional information to provide, you may appeal a denial of an accommodation request to the Assistant Director, Human Resources, Administrative Office of the Courts, Richard J. Hughes Justice Complex, P.O. Box 966, Trenton, NJ 08625 or by calling 609-815-2712.

## **What do I do if I think I have been discriminated against because of my disability?**

You may file an internal EEO/AA complaint with the EEO/AA officer at the vicinage/county level or the Judiciary Chief EEO/AA Officer, Administrative Office of the Courts, Richard J. Hughes Justice Complex, P.O. Box 037, Trenton, NJ 08625 or by calling 609-633-6537. The Judiciary's internal EEO/AA complaint procedures do not in any way limit or replace other legal remedies that may be available, and you may choose to file a complaint with the U.S. Equal Employment Opportunity Commission or with the New Jersey Division on Civil Rights. Retaliation against any individual who complains about discrimination, files a discrimination complaint or assists in the investigation of such complaints is prohibited. If you believe that the Judiciary has retaliated against you, you can file a complaint with the EEO/AA officer at the vicinage/county level or the Judiciary Chief EEO/AA officer at the central office.

## Local Title I ADA Coordinators

### **Vicinage 1, Atlantic/Cape May**

Human Resources  
Atlantic County Civil Court Building  
1201 Bacharach Blvd  
Atlantic City, NJ 08401-0964  
609-594-3405  
Confidential fax 609-343-2142

### **Vicinage 2, Bergen**

Human Resources  
Bergen County Justice Complex  
10 Main St., Suite 425  
Hackensack, NJ 07601-3672  
201-527-2254  
201-527-2281 (TDD)  
Confidential fax 201-371-1111

### **Vicinage 3, Burlington**

Human Resources  
Burlington County Court Facility, Room  
704  
49 Rancocas Rd.  
Mount Holly, NJ 08060  
609-518-2505  
Confidential fax 609-826-7066

### **Vicinage 4, Camden**

Human Resources  
Camden County Hall of Justice  
101 S. 5th St.  
Camden, NJ 08103  
856-379-2200 ext. 4134  
Confidential fax 856-379-2271

### **Vicinage 5, Essex**

Human Resources  
Essex County Veterans Courthouse  
50 W. Market St.- Rm 612  
Newark, NJ 07102  
973-776-9019  
Confidential fax 201-795-6110

### **Vicinage 6, Hudson**

Human Resources  
Hudson County Admin. Bldg.  
595 Newark Ave.  
Jersey City, NJ 07306  
201-795-6608  
Confidential fax 201-795-6110

### **Vicinage 7, Mercer**

Human Resources  
Mercer County Courthouse  
209 S. Broad St.  
Trenton, NJ 08650  
609-571-4005  
Confidential fax 609-571-4006

### **Vicinage 8, Middlesex**

Human Resources  
Middlesex County Courthouse  
PO Box 964  
New Brunswick, NJ 08903-0964  
732-519-3965  
Confidential fax 732-519-3991

### **Vicinage 9, Monmouth**

Human Resources  
Monmouth County Courthouse  
71 Monument Park  
Freehold, NJ 07728  
732-677-4043  
Confidential fax 732-677-4343

### **Vicinage 10, Morris/Sussex**

Human Resources  
Morris County Courthouse  
PO Box 910  
Morristown, NJ 07963-0910  
973-656-3963  
Confidential fax 973-326-6985

### **Vicinage 11, Passaic**

Human Resources  
Passaic County Courthouse  
77 Hamilton St.  
Paterson, NJ 07405  
973-247-8007  
Confidential fax 973-424-6881/6884

### **Vicinage 12, Union**

Human Resources  
Union County Courthouse  
2 Broad St.  
Elizabeth, NJ 07207  
908-659-4652  
Confidential fax 908-659-4651/5956

## Local Title I ADA Coordinators (continued)

### **Vicinage 13, Somerset/Hunterdon/ Warren**

Human Resources  
Somerset County Courthouse  
PO Box 3000, 40 N. Bridge St.  
Somerville, NJ 08876-1262  
908-231-7625  
Confidential fax 908-429-8775

### **Vicinage 14, Ocean**

Human Resources  
Ocean County Justice Complex  
120 Hooper Ave., Room 240  
PO Box 2191  
Toms River, NJ 08754  
732-506-5349  
Confidential fax 732-435-8393

### **Vicinage 15, Cumberland/Gloucester/ Salem**

Human Resources  
Cumberland County Courthouse  
60 W. Broad St.  
Bridgeton, NJ 08302  
856-453-4369  
Confidential fax 856-451-6825

### **Central Office**

Human Resources  
R.J. Hughes Justice Complex  
25 Market St.  
P.O. Box 966  
Trenton, NJ 08625  
609-984-0779  
Confidential fax 609-943-5675

### **Statewide Judiciary Assistance Person to the Local Title I ADA Coordinators**

Counsel to the Administrative Director  
Justice Complex, PO Box 037  
Trenton, NJ 08625  
609-633-6540

*\*The Central Office includes the Supreme Court; the Superior Court, Appellate Division; The Superior Court Clerk's Office; the Tax Court; the Disciplinary Review Board; the Office of Attorney Ethics; the Lawyers' Fund for Client Protection; the Administrative Office of the Courts; and Probation Services.*

# NEW JERSEY JUDICIARY

**Stuart Rabner**  
Chief Justice

**Glenn A. Grant, J.A.D.**  
Acting Administrative Director  
of the Courts

[www.njcourts.com](http://www.njcourts.com)



**August 2015**

CN: 11509-English