



NEW YORK CITY HOUSING AUTHORITY
OFFICE OF EEO, FAIR HOUSING, AND ACCESS SERVICES
250 BROADWAY, NEW YORK, NY 10007

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LISA BOVA-HIATT
CHIEF EXECUTIVE OFFICER

REASONABLE ACCOMMODATION POLICY

The New York City Housing Authority (NYCHA) is committed to providing reasonable accommodations to all job applicants and employees to enable them to either apply for a position at NYCHA or perform the essential functions of their job, unless providing such accommodation would create an undue hardship or pose a direct threat of harm to the health and safety of others.

A job applicant or employee may request accommodation based on the following protected categories:

- (1) Disability: A person with a disability is one who: (i) has a physical, medical, mental or psychological impairment, (ii) has a history or record of such impairment, or (iii) is regarded as having such impairment;
- (2) Pregnancy, Childbirth, or Related Medical Condition, including Lactation Needs;
- (3) Religion; or
- (4) Status As a Victim of Domestic Violence, Sex Offense, or Stalking

Requests for an accommodation based on any of the four categories above must be made to NYCHA's Reasonable Accommodations Unit – Office of EEO, Fair Housing, and Access Services (EFAS). Such requests must be made via email to emp.rar@nycha.nyc.gov and should include a completed copy of NYCHA's *Reasonable Accommodation Request Form*, found on EFAS's webpage or in the Forms and Reference Library on NYCHA Connect. Additional documentation, such as a medical note, may be required as appropriate.

The Reasonable Accommodations Unit will then engage in a good faith, cooperative dialogue to determine what accommodation, if any, can be granted on a case-by-case basis. In assessing whether a request poses an undue hardship or direct threat, the Reasonable Accommodations Unit will consider, among other things, its nature, cost, or impact on operations.

NYCHA also encourages employment and promotion through the use of its 55-a Program, which allows qualified persons to be appointed to entry-level competitive civil service positions without taking the required written exam. This program is reserved for those who have:

- Demonstrated an inability to take the required exam due to their disability or history of being unable to secure or maintain employment because of their disability, and
- Qualified, to perform the duties of the relevant position by the New York State Office of Adult Career and Continuing Education Service – Vocational Rehabilitation (ACCES-VR) or the New York State Commission for the Blind (NYSCB).

For more information on this program, please contact HR.Director@nycha.nyc.gov.

Suspected violations of this reasonable accommodation policy should be reported to EFAS by emailing efas@nycha.nyc.gov or calling (212) 306-4468. All communications are kept confidential.

