CITY OF LINCOLNTON

ADMINISTRATIVE POLICY

Subject: **Pregnant Workers Fairness Act (PWFA)**	**Manual:** **Administrative**
	Effective Date: **March 6, 2025**
Policy Number: 25	**Revision:**
Issued By: **Human Resources Department**	**City Manager Approval:** **Ritchie Haynes**

DRAFT

Purpose

This policy outlines the procedures and guidelines for providing reasonable accommodation to pregnant employees in accordance with the Pregnancy Workers Fairness Act (PWFA).

Scope

This policy applies to all employees, regardless of employment status, who are pregnant, have recently given birth, or have related medical conditions covered under the Pregnancy Workers Fairness Act.

Definitions

Pregnancy: The condition of being pregnant, childbirth, or related medical conditions.

Reasonable Accommodation: Modifications or adjustments to job duties, schedules, work environments, or processes that enable pregnant employees and applicants to perform their job functions without causing undue hardship to the employer.

Undue Hardship: Significant difficulty or expense that would impose a disproportionate burden on the operation of the organization.

Interactive Process: The collaborative dialogue between the employer and the pregnant employee to identify and implement appropriate accommodations.

Policy

It is the employee's responsibility to notify the City of any pregnancy-related limitation and that she needs an accommodation. An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to Human Resources or to the employee's department head. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receiving a request for accommodation, the employer will engage in an interactive process with the pregnant employee to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship. The interactive process may involve discussions between the employee, their supervisor, and HR personnel. Reasonable accommodations will be determined on a case-by-case basis, considering the pregnant employee's specific needs, the organization's operational requirements, and any potential undue hardships. Information regarding an employee's pregnancy and accommodations will be treated confidentially and shared only with individuals directly involved in the accommodation process on a need-to-know basis.

The City prohibits retaliation, harassment or adverse employment action due to an individual's request for accommodation pursuant to this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Attachments

None

A copy of this policy must be maintained in the City of Lincolnton's Administrative Manual for each City department and division.