

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.gov.

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.gov.

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 609-815-2915. 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 Boulevard
Atlantic City, NJ 08401-0964
609-594-3405
Confidential fax: 609-343-2142

Vicinage 7, Mercer

Human Resources
Mercer County
240 West State Street, 7th floor
Trenton, NJ 08650
609-571-4008
Confidential fax: 609-571-4006

Vicinage 2, Bergen

Human Resources
Bergen County Justice Complex
10 Main Street, Suite 425
Hackensack, NJ 07601-3672
201-527-2256
Confidential fax: 201-371-1111

Vicinage 8, Middlesex

Human Resources
Middlesex County Courthouse
P.O. Box 964
New Brunswick, NJ 08903-0964
732-645-4300 - Ext. 88824
Confidential fax: 732-645-4264

Vicinage 3, Burlington

Human Resources
Burlington County Courts Facility
Room 704
49 Rancocas Road
Mount Holly, NJ 08060
609-288-9500 Ext. 38102
Confidential fax: 609-826-7066

Vicinage 9, Monmouth

Human Resources
Monmouth County Courthouse
71 Monument Park
Freehold, NJ 07728
732-677-4040
Confidential fax: 732-677-4343

Vicinage 4, Camden

Human Resources
Camden County Hall of Justice
101 South 5th Street
Camden, NJ 08103
856-379-2229
Confidential fax: 856-379-2271

Vicinage 10, Morris/Sussex

Human Resources
Morris County Courthouse
P.O. Box 910
Morristown, NJ 07963-0910
973-656-3965
Confidential fax: 973-326-6985

Vicinage 5, Essex

Human Resources
Essex County Veterans Courthouse
50 West Market Street, Room 612
Newark, NJ 07102
973-776-9019
Confidential fax: 973-693-5738

Vicinage 11, Passaic

Human Resources
Passaic County Courthouse
77 Hamilton Street
Paterson, NJ 07505
973-247-8007
Confidential fax: 973-424-6881/6884

Vicinage 6, Hudson

Human Resources
Hudson County Administration Bldg.
595 Newark Avenue
Jersey City, NJ 07306
201-748-4400 - Ext. 60522
Confidential fax: 201-795-6110

Vicinage 12, Union

Human Resources
Union County Courthouse
2 Broad Street
Elizabeth, NJ 07207
908-787-1650 Ext. 22550
Confidential fax: 908-787-1625

Local Title I ADA Coordinators (continued)

**Vicinage 13, Somerset/
Hunterdon/Warren**
Human Resources
Somerset County Courthouse
P.O. Box 3000, 40 N. Bridge St.
Somerville, NJ 08876-1262
908-203-6172
Confidential fax: 908-429-8775

Vicinage 14, Ocean
Human Resources
Ocean County Justice Complex
120 Hooper Avenue, Room 240
P.O. 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 West Broad Street
Bridgeton, NJ 08302
856-453-4369
Confidential fax: 856-451-6825

Central Office
Human Resources
Richard J. Hughes Justice Complex
25 Market Street, P.O. Box 966
Trenton, NJ 08625
609-815-2900 Ext. 54804
Confidential fax: 609-815-2926

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.gov



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