



## TOWN OF HOLLISTON

### NON-DISCRIMINATION STATEMENT PREGNANCY AND PREGNANCY-RELATED CONDITIONS

#### ***I. Introduction***

The Town of Holliston (or "Town") does not discriminate on the basis of pregnancy and pregnancy-related conditions.

#### ***II. Application of the Pregnant Workers Fairness Act ("the Act"),***

The Town will:

1. Upon request for an accommodation, communicate with the employee in order to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. This is called an "interactive process," and it will be done in good faith. A reasonable accommodation is a modification or adjustment that allows the employee or job applicant to perform the essential functions of the job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the District;
2. Accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship on the employer. "Undue hardship" means that providing the accommodation would cause the District significant difficulty or expense;
3. Will not require a pregnant employee to accept a particular accommodation, or to begin disability or parental leave if another reasonable accommodation would enable the employee to perform the essential functions of the job without undue hardship to the District;
4. Will not refuse to hire a pregnant job applicant or applicant with a pregnancy-related condition, because of the pregnancy or the pregnancy-related condition, if an applicant is capable of performing the essential functions of the position with a reasonable accommodation.
5. Will not deny an employment opportunity or take adverse action against an employee because of the employee's request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition.
6. Will not require medical documentation about the need for an accommodation if the accommodation requested is for: - (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom

space for expressing breast milk. The District may, however, request medical documentation for other accommodations.

### **III. *Complaints of Pregnancy and/or Pregnancy-Related Discrimination***

If you believe that you as an employee have been subjected to pregnancy and/or pregnancy-related discrimination, you have the right to file a complaint with the District. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting J. Jeffrey Ritter, Town Administrator, 703 Washington Street; Holliston, MA 01746 (508) 429-0608 or via email at [Ritterj@holliston.k12.ma.us](mailto:Ritterj@holliston.k12.ma.us). Mr. Ritter is also available to discuss any concerns you may have and to provide information to you about our policy and our complaint process.

### **IV. *Investigation***

When the Town receives the complaint, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. When the investigation is completed, the District, to the extent appropriate will inform the person filing the complaint the results of the investigation.

If it is determined that inappropriate conduct has occurred, the Town will act promptly to correct the condition.

### **V. *Disciplinary Action***

If it is determined that inappropriate conduct has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as it deem appropriate under the circumstances.

### **VI. *State and Federal Remedies***

In addition to the above, if you believe you have been subjected to discrimination, you may file a formal complaint with either or both government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period (300 days) for filing a claim.

#### **The United States Equal Employment Opportunity Commission**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
800-669-4000

#### **The Massachusetts Commission Against Discrimination**

Boston Headquarters  
One Ashburton Place – Suite 601  
Boston, MA 02108  
617-994-6000