

# Stark County Board of Developmental Disabilities

Policy 4.09 Employee Reasonable Accommodation	Effective: 4/26/16
Chapter 4: Human Resources	Page 1 of 3

## EMPLOYEE REASONABLE ACCOMMODATION

### POLICY

The Stark County Board of Developmental Disabilities is committed to the fair and equal employment of people with disabilities. In accordance with the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment.

While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. Therefore, the Board will reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. An undue hardship is defined as an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the Board.

For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities. A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

This policy applies to all applicants, employees, and employees seeking promotional opportunities.

The Superintendent will develop procedures to implement this policy.

Historical Resolution Information		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources
11/10/99	11-183-99	
3/23/13	03-24-13	
4/26/16	04-19-16	

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Policy 4.09 Employee Reasonable Accommodation	Effective: 4/26/16
Chapter 4: Human Resources	Page 2 of 3

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### PROCEDURE

- I. The employee should inform their supervisor or the personnel officer of their request for an accommodation and complete the [Reasonable Accommodation Form](#).
- II. The personnel officer or other human resource designee will request documentation of the person's functional limitations to support the request. Any medical documentation collected will be maintained in a separate secured file. No one will be told or have access to medical information unless the disability might require emergency medical treatment.
- III. When a qualified individual with a disability has requested an accommodation, the Board shall, in consultation with the person:
  - a. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
  - b. Consult with an Occupational Medical Professional regarding the disability and corresponding request for accommodation in order to determine the most appropriate course of action. A physical examination may be required in order to determine the precise job-related limitation(s).
  - c. Identify the potential accommodations and assess the effectiveness each would have in allowing the person to perform the essential functions of the job.
  - d. Select and implement the accommodation that is the most appropriate for both the person and the Board. While an individual's preference will be given consideration, the Board is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
  - e. The personnel officer or other human resource designee will work with the employee to obtain technical assistance, as needed.
  - f. The personnel officer or other human resource designee will provide a decision to the employee within a reasonable amount of time.

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Policy 4.09 Employee Reasonable Accommodation	Effective: 4/26/16
Chapter 4: Human Resources	Page 3 of 3

- g. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the Board, the employee and the personnel officer, or other human resource professional shall work together to determine whether reassignment may be an appropriate accommodation.
- IV. Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal, or a grievance in accordance to applicable labor agreements, or the EEO complaint process.