



## Weber County Human Resources Policy 3-200 Reasonable Accommodation

### **I. Purpose**

This policy provides a procedure for determining when reasonable accommodations are required for qualified individuals with a disability as defined by the [Americans with Disabilities Act as Amended \(ADA\)](#) and [Section 504 of the Rehabilitation Act](#).

### **II. Policy**

It is the policy of Weber County to comply with the provisions of the [Americans with Disabilities Act as Amended \(ADA\)](#) and [Section 504 of the Rehabilitation Act](#) when providing reasonable accommodations.

### **III. Procedures**

#### **A. Reasonable Accommodation Procedure**

1. An employee who requests a change in job duties and/or work schedule based on a medical condition should be referred to the human resources (HR) department.
2. The employee making the request must return the following completed forms to their department HR generalist:
  - a. [ADA Employee Intake Form](#)
  - b. [ADA Medical Questionnaire](#)
3. The HR generalist will review the request and provide the employee and department with a written determination of ADA coverage. HR may require additional information from the employee or medical provider prior to providing a determination.
4. If the HR generalist determines that an employee requires an accommodation under ADA, the relevant supervisor will be notified of the employee's ADA coverage status and the need for an accommodation. The department will have seven calendar days from receipt of the written determination to hold a meeting with the employee and discuss accommodations.
5. At the meeting the supervisor and employee will discuss whether accommodations may be made to allow the employee to perform the essential job functions. Accommodations may include the following:
  - a. Restructuring jobs (elimination of non-essential tasks, reassignment of work among coworkers, development of non-traditional solutions for day-to-day tasks)
  - b. Modifying work schedules
  - c. Removing physical barriers
  - d. Acquiring or modifying equipment or devices
  - e. Providing readers or interpreters
  - f. Reassigning or transferring an employee to a vacant position
  - g. Adjusting or modifying examinations, training materials or policies

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- h. Additional suggested accommodations as needed/suggested
  6. The accommodation process is intended to be an ongoing interaction between management and the employee.
    - a. The department will document all consultation meetings with the employee requesting an accommodation and the process.
    - b. Before denying an employee an accommodation on the basis that it would pose an undue hardship, the department must consult with their department HR generalist.
      - i. The department must document its inability to provide accommodation.
        1. Documentation must include assessment of the reasonableness of the denial and identify which accommodations have been explored.
        2. A copy of the documentation will be retained by the department and must be made available for the employee to review.
      - ii. The department must send a letter or memorandum outlining the denial of the accommodation to their respective HR generalist within seven calendar days of having informed the employee of the department's inability to provide the accommodation.
      - iii. The employee may appeal denial of the requested accommodation by sending a written notice to human resources within 14 calendar days after receiving notification of the denial.
    - c. If an employee disagrees with the extent of the accommodations made by the department, the employee may send a written appeal to human resources within 14 calendar days after receiving notification of the denial.
    - d. A supervisor is not required to lower performance standards to make an accommodation.
    - e. A disabled employee is required to follow the same rules, policies, procedures and standards that other employees are required to adhere to in the work environment.
    - f. The HR generalist will meet with the employee and with the supervisor at least annually to discuss whether the accommodation needs to be changed.
      - i. Any accommodation that would pose a significant health or safety risk to an employee or others in the workplace is not considered reasonable.
7. The cost of an accommodation will be borne by the department.
  - a. A department that is financially incapable of providing reasonable accommodation may solicit assistance from the County Commission by submitting a letter to the County Commissioners identifying the accommodation, the cost, and documenting the department's inability to bear the expense. A copy of this letter must also be sent to the department's HR generalist.
  - b. An employee who voluntarily offers to contribute toward the expense of an accommodation may be allowed to do so.
  - c. A qualified employee who wishes to bring medically necessary equipment or devices to work may be allowed to do so with supervisory approval.

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8. Transfers/Reassignments guidelines for an employee who can no longer perform the essential functions of the position.
  - a. If an employee is unable to continue performing essential functions of the position with or without accommodation due to a qualifying disability, a supervisor will have 30 calendar days to attempt to transfer or reassign the employee to a vacant position within the department.
    - i. A department that is unable to reassign or transfer a disabled employee shall notify their HR generalist immediately.
  - b. The HR generalist will have 60 calendar days to evaluate the vacancies available throughout the county in an effort to identify a position for which the employee may qualify and where the disability can be reasonably accommodated.
  - c. During this time the employee may choose to use accumulated leave or will be on leave without pay.
  - d. If an employee disagrees with a transfer or reassignment made by the department, the employee may file a written appeal directly to human resources within 14 calendar days after the transfer or reassignment.
  - e. If a position is available for which the employee qualifies, the HR generalist, in consultation with the department head where the vacancy exists, will effectuate a transfer.
  - f. If a transfer is made pay shall be commensurate with the grade of the new position.
  - g. If a position is not found within the county, the employee will be terminated.
  - h. If the employee disagrees with the decision to terminate, the employee may file an appeal directly to the Career Service Council within 14 calendar days of the notice of termination.
9. Job Applicant/Interview Reasonable Accommodation Policy and Procedure
  - a. The human resources division must provide reasonable accommodation to qualified applicants during the application and examination process. These accommodations may include providing assistance in filling out the employment application, rescheduling the examination, moving the examination to an alternative location, reading the test to the applicant, providing interpreters, visual aids, enlarged print, extending time limits, etc.
    - i. Requests for reasonable accommodations must be received by the HR department at least five calendar days prior to the examination.
    - ii. All requests will be reviewed on a case-by-case basis and decisions will be based on the type of request, the applicant's disability and the nature of the job.
    - iii. Information concerning an applicant who needs reasonable accommodation in the interview process will be conveyed to the department by the respective HR generalist.
    - iv. Reasonable accommodation costs will be paid by the department.
    - v. The hiring manager is not required to lower performance expectations or standards for a disabled applicant.