
Procedure: Americans with Disabilities Act - Reasonable Accommodation

I. Process

- A. The City will provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment, on a case by case basis.
- B. All City jobs must include a comprehensive job description which defines the essential functional elements or tasks as well as the environment in which such activities occur. An essential functions analysis worksheet form is available to assist this process.
- C. In considering a person with a disability for employment, promotion, transfer, or reclassification, it is appropriate to determine the ability of the person to perform the essential functions of the job with or without reasonable accommodation. Risk Management may consider whether the accommodation would create an undue hardship for the City. Any decision not to provide accommodation due to undue hardship must be supported by written justification and approved by the department director and Human Resources Director.
- D. The City may request medical verification of a disability from the person requesting the accommodation. All medical information requests will be handled by Risk Management. Medical information will be stored in confidential medical files located in the Human Resources Risk Management office.
- E. Individuals with disabilities may be given the opportunity to provide her/his own reasonable accommodation where the City has determined it would impose undue hardship on the City to provide the accommodation. The employee may not affect a temporary or permanent change to a facility or restructure the job without the written consent of the City.
- F. The employee, employee's supervisor, and Risk Management should periodically monitor the effectiveness of the accommodation.

II. Reasonable Accommodation for Applicants and Employees

- A. Reasonable accommodation includes efforts to: Ensure equal opportunity in the application process, allow persons with disabilities to perform the essential functions of the job, and enable persons with disabilities to receive the same benefits and privileges of employment that other employees receive.
- B. Reasonable accommodation may include, but is not limited to the following: Modifying written examinations, making facilities accessible, adjusting work schedules, restructuring jobs (reallocating marginal job duties), providing assisting devices or equipment, providing readers or interpreters, or modifying work sites.

III. Other Accommodation Options for Employees with Disabilities

Current employees with permanent or temporary disabilities may request consideration for the following programs:

- A. Modified Duty - modifying job description duties on a temporary basis with consideration for permanent modification.
- B. Job Reassignment to a Vacant Position - when an accommodation is not available in the employee's current department, the opportunity to be considered for vacant positions for which the individual is qualified, and where they can perform the essential functions of the job, with or without accommodation.
- C. Medical Leave - when no reasonable accommodations can be provided and all paid leave has been exhausted, the employee with a disability may be eligible for a medical leave of absence for a period of up to one year or as allowed by the applicable collective bargaining agreement.

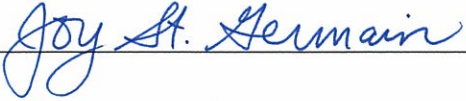
IV. Disability Accommodation Procedures

To request a disability accommodation:

- A. An employee will request an accommodation through the employee's immediate supervisor or manager or through Risk Management. Job applicants requesting accommodation during the interview process should contact the Human Resources Department.
- B. Risk Management may discuss the request with the employee/applicant, and applicable supervisor. Risk Management may require additional information and documentation.
- C. After determining a reasonable accommodation, the supervisor will ensure that the accommodation is implemented.
- D. The employee should notify a supervisor or Risk Management for any follow-up issues regarding reasonable accommodation.

V. Reasonable Accommodations for Members of the Public

- A. Members of the public may request reasonable accommodations relating to the programs, services, and activities of the City by contacting the ADA Coordinator at HRHS.
- B. Members of the public should give the ADA Coordinator adequate and reasonable notice of requests for reasonable accommodation.

Reference:	Americans with Disabilities Act Washington Law Against Discrimination Americans with Disabilities Act as Amended; Tacoma Municipal Code (TMC) 1.12.240 Sick Leave without Pay; TMC 1.24.750 Reinstatement (b) Collective Bargaining Agreements
Contact Info:	Sandy Davis, Human Resources / Risk Management, 253-591-5452
Policy History:	New
Approval:	Joy St. Germain, Human Resources Director 
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