

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.02.02 REASONABLE ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES**

(Americans with Disabilities Act of 1990, and as reauthorized)

### **I. Definitions**

- A. Person with a disability: An individual with an actual physical or mental impairment that substantially limits that person in some major life activity; a record or history of such impairment, or being regarded by others as having such impairment.
- B. Undue Hardship: An action requiring significant difficulty or expense, or significant job modification so as to reduce the effectiveness of the position, potentially putting another employee or individual at risk, or incurring an inappropriate amount of the Agency's financial resources

### **II. Policy:**

- A. In support of the Americans with Disabilities Act of 1990 and its subsequent amendments, the Scioto County Board of Developmental Disabilities affirms its position that qualified individuals with a disability shall be assured equal opportunities in employment, Board sponsored social activities, transportation, and communications.
- B. The Board will not discriminate against qualified individuals with a disability in regard to:
  - 1. Job application, hiring, advancement, discharge, compensation, training or other terms, conditions or privileges of employment
  - 2. Reasonable accommodation
- C. An employee requesting accommodation must provide the Superintendent, or his/her designee, with any medical records required to make decisions regarding job assignment and accommodation.
- D. An employee with a qualifying disability may work as long as he/she is physically and mentally able to perform the essential functions of the job without undue risk to himself/herself, other employees, service recipients or the public. If an employee becomes incapable of performing the essential functions of the job, with or without accommodation, he/she may be:

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1. Transferred to a vacant position where he/she can perform the essential functions of the job without or without reasonable accommodation;
  2. Placed in a position in a lower classification where he/she can perform the essential functions of the job with or without reasonable accommodation; or
  3. Placed on disability separation
- E. The employee may be required to provide a doctor's certification and/or undergo a medical evaluation with a designated practitioner at the agency's expense to determine his/her ability to safely perform the essential functions of the job with or without accommodation.
- F. Any applicant, employee, or former employee who believes s/he has been discriminated against under this policy may make a written complaint of discrimination to the EEO Coordinator. If the action of the EEO Coordinator is unsatisfactory, a complaint may be filed with the Equal Employment Opportunity Commission.