



# CITY OF EAST WENATCHEE

## Employee Reasonable Accommodation Policy

It is the policy of the City of East Wenatchee not to discriminate on the basis of disability against any qualified person. To this end, all decisions relating to employment, including but not limited to recruitment, selection, training, assignment, promotion, compensation, transfer, benefits, and education, will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation. This policy is applicable to all employment policies and practices.

### 1. Definition of Reasonable Accommodation:

1.1. Reasonable accommodation is an adjustment to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of an individual, applicant or employee with a disability.

1.2. The provision of a reasonable accommodation removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment and upward mobility of a qualified person with a disability or prevents their participation in a program, activity or event. Examples of reasonable accommodation are:

- Making facilities accessible and usable;
- Job restructuring;
- Modifying work schedules;
- Implementing flexible leave policies;
- Reassigning to a vacant position;
- Providing assistive equipment at City programs;
- Modifying test, training materials and policies; or
- Providing qualified readers or interpreters.

### 2. Scope and Purpose:

2.1. Scope: This policy provides guidance and the procedure through which individuals may request reasonable accommodation; and the manner in which departments should consider and review those requests.

2.2. Purpose: This policy is intended to assist applicants for employment, current employees, individuals desiring to participate in City sponsored programs or activities, and department supervisors and managers in requesting and processing reasonable accommodation requests. It covers the following:

- Guidelines for filing a Request for Reasonable Accommodation
- Guidelines for considering and evaluating a Request for Reasonable Accommodation

- Appeal process

### 3. Filing a Request for Reasonable Accommodation

3.1. Any applicant for employment, current employee, or individual with a disability seeking to participate in a City program or activity, or his/her representative, may request reasonable accommodation. The applicable department shall provide persons requesting accommodation an Employee Reasonable Accommodation Request Form. It is the responsibility of the requestor to complete in full and submit the form to the Department Head or the department representative responsible for the employment or program activity.

3.1.1. Individuals seeking, or supervisors wanting to provide informally, a reasonable accommodation may do so; a formal request would follow if the informal request was rejected.

3.2. All requests for accommodation must indicate the following:

3.2.1. Name, address and telephone number of person requesting accommodation.

3.2.2. The specific limitation, the type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity.

3.2.3. Verification of the disability by the requestor's physician, medical provider or vocational/rehabilitation counselor may be required. (If medical verification is required the person requesting the accommodation must sign a release form Authorization for the Release of Medical Information).

### 4. Review of Requests for Reasonable Accommodation:

4.1. Because of the personal nature of some disability issues every reasonable effort should be taken to ensure confidentiality during the entire review process.

4.1.1. The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the department and the individual with a disability discuss and arrange for the necessary (and reasonable) changes. The department must make a "reasonable effort" to determine the appropriate accommodation. Primary consideration should be given to the preferences of the individual when deciding on accommodation; however, the department has the ultimate discretion to choose between effective accommodations.

4.1.2. A department may not compel an individual with a disability to use an accommodation that is not necessary to perform the job.

4.2. The following factors must be considered when reviewing a request for accommodation.

- 4.2.1. Analyze the job or activity to determine the essential functions.
- 4.2.2. Determine with the employee, applicant or participant how the disability limits their performance of the essential functions.
- 4.2.3. Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.
- 4.2.4. Considering the requester's preference, the department selects the accommodation most appropriate for the requester and the department.

4.3. If the request is approved, the Director or department representative will notify the requester and make the necessary implementation arrangements. If the request is denied, the requester may appeal to the Mayor within thirty (30) calendar days.

4.4. The review process concluding with the approval or denial recommendation shall be completed in fifteen (15) working days from the date of the request, unless the requester and the department agree to an extension of time. If a department reviews and approves the request for accommodation, it shall provide the accommodation without undue delay.