



ALLEGHENY COUNTY DEPARTMENT OF HUMAN RESOURCES

Policies and Procedures

Americans with Disabilities Act: Reasonable Accommodations

Policy Number: EEO #4
Date Issued: September 1, 2014
Previous Issues: **This policy supersedes and replaces all previously issued policies related to reasonable Accommodations under the Americans with Disabilities Act.**

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- I. **Purpose/Background:** Title I of the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) requires an employer to provide reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodations would cause an undue hardship. Therefore, this policy is promulgated to comply with the ADA, the ADAAA, and the accompanying regulations, 29 CFR Part 1630.
- II. **Scope:** This policy applies to all County employees and applicants for employment.
- III. **Policy Statement:** It is the policy of Allegheny County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of Allegheny County not to discriminate against qualified individuals with disabilities in regard to application procedures; hiring; advancement; discharge; compensation; training; or other terms, conditions, and benefits and privileges of employment.
- IV. **Accommodation:** In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal opportunity or to perform the essential functions of his or her job. Reasonable accommodations may include: modifications or adjustments to the job application process; or modifications or adjustments to the work environment or work schedule, or to the manner or circumstances under which the position held or desired is customarily performed; or modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment.
- V. **Violations:** Any employee who fails to comply with the provisions of this policy and these procedures may be subject to disciplinary action in accordance with the Allegheny County Progressive Discipline Policy.
- VI. **Procedures for Requesting Accommodations:**
 - a. Employees who believe that they have a disability necessitating an accommodation should inform their supervisor, the Department of Human Resources or other designee. Employees also should contact UPMC WorkPartners at 1-855-396-8762 if the accommodation could include a modification or adjustment to the work schedule.

- b. Applicants for employment who believe that they have a disability necessitating an accommodation should contact the hiring department or the Department of Human Resources. **It is the person's responsibility to identify him or herself as having a disability and to request an accommodation.**
- c. **Documentation:** Timely and complete submission of adequate documentation needed to determine eligibility and need for accommodation must be submitted. Failure to provide adequate and timely documentation may result in denial of an accommodation(s). The Department of Human Resources or other designee will review the documentation to determine if the person's condition qualifies as a protected disability under the ADA.
- d. **Approval Process:** Approval of reasonable accommodations will be determined on a case-by-case basis as a result of information obtained through an interactive process. If a reasonable accommodation is required, Allegheny County will provide an effective, reasonable accommodation, but not necessarily the specific accommodation requested.