



ALAMEDA COUNTY REASONABLE ACCOMMODATION PROCEDURE (EMPLOYEE/APPLICANT)

Alameda County's Reasonable Accommodation Policy, in accordance with the Fair Employment and Housing Act (FEHA), Americans with Disabilities Act (ADA), Resolution No.R-83-773 and other applicable laws, ensures equal employment opportunities for qualified individuals with disabilities in all aspects of county employment, including recruitment, selection, training, benefits, promotion, etc. The following procedure applies to applicants seeking County employment and to employees seeking reasonable accommodation.

For employees seeking an accommodation, it is the originating Agency/Department's obligation to make every effort to reasonably accommodate its qualified employee with a disability/medical condition in his/her current position or re-assign the employee to a vacant-funded alternate position. Reasonable accommodation includes any reasonable adjustment/modification to the work environment/work schedule, job restructuring, unpaid leave for a specified period of time, acquiring and/or modifying equipment, and/or providing assistive aid (i.e. interpreters, readers). Throughout the interactive process, the Agency/Department and the disabled employee shall engage in good-faith discussions to identify a reasonable accommodation that will allow the employee to perform the essential functions of his/her position or alternate position.

For applicants seeking County employment, the Human Resource Services Department and/or the hiring Agency/Department shall make every effort to identify a reasonable accommodation that will enable a qualified applicant or candidate with a disability/medical condition to participate in the civil service examination process and/or the Agency/Department selection process. Since individual cases will vary, this procedure is designed to provide only a general overview of the County's reasonable accommodation process.

PROCEDURE (APPLICANT)

RESPONSIBLE PARTY	ACTION
Applicant/Candidate	1. Initiates reasonable accommodation request orally or in writing to the Human Resources Service Department or decentralized agency/department. Completes and submits the Reasonable Accommodation Request form and supporting documentation to the Human Resource Analyst/Personnel Officer <i>prior to the last date of filing</i> .
Human Resource Analyst/ Personnel Officer	2. Reviews employee's request and supporting documentation, and verifies that the applicant/candidate is a qualified individual with a disability and entitled to a reasonable accommodation. 3. Initiates good faith interactive process; contacts the applicant/candidate and discusses accommodation requested. Advises applicant/candidate of ability/inability to provide reasonable accommodation and provides written confirmation.

PROCEDURE (EMPLOYEE)

RESPONSIBLE PARTY	ACTION
Employee	1. Initiates reasonable accommodation request in writing or verbally to immediate supervisor, identifies reasonable accommodation needed, and provides supporting medical documentation.

(Operating Department) Supervisor	2. Submits reasonable accommodation request and supporting medical documentation to Disability Coordinator.
Disability Coordinator	3. Initiates the interactive process in collaboration with the supervisor to discuss the accommodation requested with employee and obtains clarification, if needed.
Employee	4. Completes and submits Reasonable Accommodation Request and Consent to Release Medical Information form and supporting medical documentation to the Disability Coordinator in a timely manner. Actively participates in the reasonable accommodation interactive process.
Disability Coordinator	<p>5. Reviews and verifies the employee's request and supporting medical documentation.</p> <p>6. Reviews Description of Employees' Essential Job Functions (EF5) to ensure it is complete and updates in collaboration with employee and supervisor (if needed); forwards EF5 to physician/clinician and reviews outcomes with employee and supervisor to determine if employee can perform the essential job functions with or without a reasonable accommodation.</p> <p>7. Advises employee of ability/inability to provide reasonable accommodation and provides written confirmation.</p>
Supervisor	8. <u>If employee can be accommodated in his/her current job,</u> implements reasonable accommodation for employee and notifies Disability Coordinator when employee has received the accommodation.
Disability Coordinator	9. Follows-up with employee and supervisor <u>every 30 days or sooner</u> to ensure reasonable accommodation has been finalized.
Disability Coordinator	<p style="text-align: center;">AGENCY/DEPARTMENT INTERNAL JOB SEARCH</p> <p>10. <u>If employee is unable to be accommodated in his/her current job:</u></p> <ul style="list-style-type: none"> ➤ Meets with employee and conducts a 30-day internal job search to identify vacant-funded alternate position(s) for which the employee qualifies, and notifies employee of all vacancies on a weekly basis and provides written confirmation. ➤ <u>If a position is identified,</u> schedules and attends informational meeting with employee to obtain overview of the position and tour of the job site. ➤ Obtains completed EF5 for alternate position(s) from treating physician/clinician, and reviews with employee and supervisor to determine if employee can perform the essential functions of the alternate position with/without reasonable accommodation ➤ If it is determined that the employee can perform the essential job functions with/without reasonable accommodation, advises employee and provides written confirmation of job offer. ➤ If it is determined at the conclusion of the 30-day job search that no vacancy exists for which the employee is qualified and/or could perform with/without reasonable accommodation, contacts employee and discusses outcome of job search efforts, referral to county-wide job search and provides written confirmation.

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(Human Resource Services) Disability Programs Administrator/ Designee	<p style="text-align: center;">COUNTYWIDE JOB SEARCH</p> <p>11. <u>If employee is unable to be placed in an alternate position during the agency/department internal job search:</u></p> <ul style="list-style-type: none">➤ Meets with employee and conducts a 30-day countywide job search to identify vacant-funded alternate positions for which the employee qualifies, notifies employee of all vacancies on a weekly basis and provides written confirmation.➤ <u>If position is identified</u>, schedules and attends informational meeting with employee to obtain an overview of the position and tour of the job site.➤ Obtains completed EF5 from physician/clinician and reviews with employee, supervisor <u>and/or other appropriate parties</u> to determine if employee can perform the essential functions of the alternate position with/without reasonable accommodation.➤ If it is determined that the employee can perform the essential job functions with/without an accommodation, advises and provides written confirmation of job offer.
(Operating Department) Disability Coordinator	<p style="text-align: center;">IF EMPLOYEE IS UNABLE TO BE PLACED IN AN ALTERNATE POSITION DURING THE COUNTYWIDE JOB SEARCH</p> <p>12. Contacts employee and discusses remaining available options and next steps (e.g. retirement, disability retirement, resignation, termination) and provides written confirmation.</p> <ul style="list-style-type: none">➤ If employee is eligible to file an application for disability retirement and fails to retire/resign or submit an application for disability retirement with the Alameda County Employees' Retirement Association (ACERA) within 30 days, files for disability retirement on behalf of the employee.

NOTE: Please refer to the Alameda County Reasonable Accommodation Procedure (Administrative) for more detailed information. Related forms and resources can be located at www.acgov.org/hrs/divisions/dp or the County's Document Center at <http://dsmain.acgov.org/docushare/dsweb/View/Collection-2189>.

APPROVED FOR DISTRIBUTION

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