



# AMERICAN WITH DISABILITIES ACT AND REASONABLE ACCOMMODATION POLICY

POLICY NUMBER: 500-03	EFFECTIVE DATE: 4/21/2015	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: New Policy	AUTHORITY: ADA Amendments Act of 2008, 42 USC §§ 12101-12117, 12201-12213, ORC 4112.02, Executive Order 2011-05K	

## I. PURPOSE

The Department of Administrative Services (DAS) is committed to complying with state and federal laws concerning the employment of persons with a disability and ensuring equal opportunity in employment for qualified persons with physical or mental disabilities. The purpose of this policy is to provide a process for applicants and staff with disabilities to request a reasonable accommodation.

## II. ELIGIBILITY

### 1.0 REQUESTS FOR ACCOMODATION

1.1 REQUEST - An employee with a disability (as defined below in Part 2.0) may request a reasonable accommodation by contacting the employee's supervisor or the Office of Employee Services. An applicant with a disability may request a reasonable accommodation by contacting his or her Human Resources Consultant. All requests for reasonable accommodation shall be forwarded to the ADA Compliance Officer. DAS's ADA Compliance Officer is the Labor Relations Manager within the Office of Employee Services. It is not required, but employees are encouraged to place their request in writing.

1.2 INTERACTIVE DIALOGUE - The ADA Compliance Officer will contact the applicant or employee and set up a meeting with him/her and the immediate supervisor if applicable.

1.2.1 The purpose of the meeting is to discuss needs of the requester and the employer and discuss a range of possible accommodations. The ADA Compliance Officer may receive the requester's preferred accommodation.

1.2.2 The ADA Compliance Officer may require an employee requester to have a Medical Questionnaire completed by his or her health care provider when the disability is not obvious.

### 1.3 INITIAL DETERMINATION

- 1.3.1 Following the meeting described above in section 1.2, the ADA Compliance Officer will review the request for accommodation and make an initial determination regarding the request within a reasonable time. The ADA Compliance Officer will provide a written notice of the initial determination to the requesting applicant or employee. Applicants selected for interview shall receive a response prior to their interview.
- 1.3.2 Any accommodation offered will be designed to be effective. It may or may not be the preferred accommodation of the employee.

#### 1.4 REVIEW PROCESS

- 1.4.1 Applicants or employees may have the ADA Compliance Officer's initial determination reviewed by submitting a written request to the DAS EEO Manager (in the Office of Employee Services). A request for review must state the reason(s) for the requested review and must be submitted within 15 days from the date of the initial determination.
- 1.4.2 The EEO Manager will issue a written response to the requester representing the final decision of the DAS on the matter.

#### 1.5 EQUIPMENT

- 1.5.1 All ADA accommodation equipment and devices provided by DAS, including assistive technology and technological enhancements, are and remain the property of the Department of Administrative Services and must be returned by the employee to the ADA Compliance Officer or the employee's supervisor upon leaving employment with the agency.

### 2.0 DISABILITY DEFINED

2.1 DISABILITY – As explained above, an applicant or employee with a disability may request a reasonable accommodation. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities and/or major bodily functions of such individual, or has a record of such impairment.

- **Major Life Activities** include, but are not limited to: caring for oneself; performing manual tasks; seeing, hearing, eating, sleeping; walking; standing; lifting; bending; speaking; breathing; learning; reading; concentrating; thinking; communicating; sitting; reaching; interacting with others and working.
- **Major Bodily Functions** include, but are not limited to: functions of the immune system; normal cell growth; digestive; bowel, bladder; neurological; brain; circulatory; respiratory; endocrine; hemic;

lymphatic; musculoskeletal; special sense organs and skin; genitourinary; cardiovascular system; and reproductive system.

- **Reasonable Accommodation** is an adjustment made to the interview process or a job and/or the work environment that enables a qualified individual with a disability to perform the duties of that position.

### 3.0 REVISION HISTORY

Date	Description of Change
3/25/2015	New Policy Effective