

Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-27-17 Date Signed
LAST REVISED: 03/15/2017	CONTACT: Human Resources

204 – Disability Support & Reasonable Accommodation

- 204.1 Grant County is committed to providing equal employment opportunity to employees and applicants, including those who have physical and/or mental disabilities, and to providing reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.
- 204.2 It is the policy of Grant 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 County's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.
- 204.3 Grant County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Grant County.
- 204.4 Grant County may be unable to provide an accommodation if it would require a fundamental change in the nature of services or cause an undue financial or administrative hardship. Grant County is not obligated to provide the best accommodation available, as long as the accommodation is effective for the purpose.
- 204.5 An otherwise qualified applicant or employee with a disability has the right to refuse an accommodation. However, if the individual cannot perform the essential functions of the job with or without an accommodation, he or she may not be qualified for the job.
- 204.6 Employee requests for accommodation may be made to the employee's direct supervisor, the Elected Official or Department Head, or Human Resources staff. All requests for accommodation will be forwarded to Human Resources for processing.
- 204.6.1 Human Resources will oversee the accommodation review process, including requesting appropriate medical documentation and maintaining records.

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- 204.6.2 The accommodation review process will normally involve a discussion meeting scheduled with the requesting employee, the direct supervisor, and an HR representative. The goal of the meeting is to allow for an interactive discussion of the request and its potential impacts. In instances where a meeting is not necessary or feasible, the review may occur without one.
- 204.6.3 The final determination regarding the County's ability to accommodate will be made by the department.
- 204.6.4 Written notice will be provided to the employee outlining the final determination of the request, whether granted or denied.
- 204.6.5 A granted accommodation is given to a specific employee, assigned to a specific position, and assigned to a specific location. Any change in assignment, location, and/or circumstance will require a review of an existing exception.
- 204.6.6 Grant County reserves the right to rescind or alter any granted accommodation due to the impact to the perceived safety of its facilities and/or integrity of its business operations.
- 204.6.7 Grant County will maintain reasonable confidentiality regarding an employee or applicant's disability according to all applicable local, state or federal regulations.
- 204.7 Applicant requests for accommodation must be made directly to Human Resources.
- 204.8 Concerns and/or complaints regarding Grant County's disability support and reasonable accommodation program should be directed to the Director of Human Resources. If the matter involves the Director, the issue should be directed to the Chair of the Board of County Commissioners.
- 204.9 For the purpose of this policy, the following terms are defined as follows:
- 204.9.1 Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- 204.9.2 Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and/or working.

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204.9.3 Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

204.9.4 Qualified individual: An individual who, with or without reasonable accommodation, is able to perform the essential functions of the employment position that he/she holds or desires.

204.9.5 Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to, and usable by, individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

204.9.6 Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- (a) The nature and cost of the accommodation;
- (b) The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility;
- (c) The overall financial resources of the employer; the size, number, type and location of facilities; and/or
- (d) The type of operations of the company, including the composition, structure and functions of the workforce;

administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

204.9.7 Essential functions of the job: Refers to those job activities that are determined by the employer to be essential or core to performing the job; these are functions that cannot be modified.

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