



County of Alameda

REASONABLE ACCOMMODATION REQUEST PROCEDURES

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-assigning the employee to a vacant-funded alternate position. 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 the 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.

FOR APPLICANTS/CANDIDATES

RESPONSIBILITY	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 to the Human Resources Analyst/Personnel Officer by the identified deadline.
Human Resource Analyst/ Personnel Officer	2. Reviews employee's request and supporting documentation, and verifies that the applicant/candidate is 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.

FOR EMPLOYEES

RESPONSIBILITY	ACTION
Employee	1. Initiates reasonable accommodation request in writing or verbally to immediate supervisor, identifies reasonable accommodation needed, and provides supporting medical documentation.
Supervisor	2. Submits reasonable accommodation request and supporting medical documentation to Disability Coordinator.
Disability Coordinator (Department)	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 Release of Information forms and supporting medical documentation to the Disability Coordinator in a timely manner. Actively participates in the reasonable accommodation interactive process.
Disability Coordinator	5. Reviews and verifies the employee's request and supporting medical documentation.

Supervisor

6. Ensures current Description of Employees' Essential Job Functions (EF5) is completed in collaboration with employee and supervisor; forwards EF5 to physician/clinician and reviews outcomes with employee and supervisor to determine if employee can perform the essential job functions.
7. Advises employee of ability/inability to provide reasonable accommodation and provides written confirmation.
8. **Implements** reasonable accommodation **for** employee **as recommended by Disability Coordinator** and notifies Disability Coordinator when employee has received the accommodation.

Disability Coordinator

9. Follows-up with employee and supervisor **every 30 days or sooner** to ensure reasonable accommodation has been finalized.

AGENCY/DEPARTMENT INTERNAL JOB SEARCH

If employee is unable to be accommodated in his/her usual job:

Disability Coordinator

- 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.
- If a position is identified, 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 exist for which the employee qualified and/or could perform with/without reasonable accommodation, contacts employee and discusses outcome of job search efforts and referral to county-wide job search.

COUNTYWIDE JOB SEARCH

If employee is unable to be placed in an alternate position during the agency/department internal job search:

Disability Programs Specialist
(Human Resource Services)

- Meets with employee and conducts a 30-day countywide job search to identify vacant-funded alternate positions for which the employee qualifies, and notifies employee of all vacancies on a weekly basis.
- If position is identified, 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 **and/or other appropriate parties** 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.

IF EMPLOYEE IS UNABLE TO BE PLACED IN AN ALTERNATE POSITION DURING THE COUNTYWIDE JOB SEARCH

Disability Coordinator

- Contacts employee and discusses remaining available options and next steps (e.g. retirement, disability retirement, resignation, termination).
- 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 Procedures located in the Consolidated Personnel Manual for more detailed procedures.

ATTACHMENTS:

- (1) Alameda County Reasonable Accommodation Policy
- (2) Reasonable Accommodation Request forms (applicant/employee)
- (3) DFEH- What You Should Know About the Law & EEOC- Your Employment Rights as an Individual With a Disability fact sheets

RESOURCES:

Contacts	Phone Number	Tie-line
Human Resource Services:		
Disability Programs Manager	(510) 208-9904	x29904
Disability Programs Specialist	(510) 208-4816	x24816
Risk Management Unit:		
Workers' Compensation Administrator	(510) 272-6045	x26045
Diversity Programs Unit	(510) 272-3895	x23895
Alameda County Employees' Retirement Association (ACERA)	(510) 628-3000	
Department of Fair Employment and Housing (DFEH)	(800) 884-1684 (Voice) (800) 700-2320 (TDD)	
Equal Employment Opportunity Commission (EEOC)	(800) 669-4000 (Voice) (800) 669-6820 (TDD)	