

## JOB ACCOMMODATIONS FOR DISABLED EMPLOYEES

- AUTHORITY:** Administrative Directive  
Americans with Disabilities Act  
California Fair Employment and Housing Act  
Equal Employment Opportunity Policy
- RESCINDS:** Procedure Manual Item 1-3-303, dated 12/04/18
- FORMS:** None
- PURPOSE:** To ensure equal employment opportunities to individuals with disabilities and provide reasonable accommodation if necessary.

### I. GENERAL INFORMATION

A person with a disability is one who has a physical and/or mental impairment or medical condition that limits one or more major life activities, any person who has a history of such impairment, or any person who is treated as if he/she has such impairment.

### II. PROCEDURE

- A. An individual with a disability is responsible for making the Department aware of their need for accommodation.
- B. Once the need for accommodation is identified, Human Resource Services (HRS) will begin the "interactive process" with the employee and take the following steps:
1. Identify the essential functions of the employee's job based on the classification specification, job bulletin, and the Department's policies and procedures.
  2. Confer with the employee to identify the specific job duties that are affected by their disability and what accommodations they believe could enable them to perform those duties.
  3. **For temporary restrictions, the HRS Return to Work (RTW) staff will consult with the employee's supervisor and chain of command as appropriate. For permanent restrictions, the HRS RTW staff will also consult with the Director of Professional Standards Division, the Chief Deputy Probation Officer over the employee's division, and utilize any other resource that would aid in evaluating the reasonableness of the requested accommodations.**
  4. If the Department determines it can reasonably accommodate the employee, the employee will be notified, and the Department will implement the accommodations that will allow the employee to perform the essential functions of his/her job.

5. If the Department determines it cannot provide the employee with the requested accommodations, the employee will be notified, and further employment options will be explored by the HRS RTW staff.
- C. It is illegal to harass, retaliate, coerce, interfere, or intimidate any employee or applicant due to his/her disability.

**REFERENCES:**

None

D. Martinez

**APPROVED BY:**