



<b>Policy 2.5</b>	<b>Workplace Accommodations</b>		
<u>Effective Date:</u> 2/28/12	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u>			

## **WORKPLACE ACCOMMODATIONS**

**2.5**

### **POLICY**

It is the policy of DuPage County to comply with the requirements of the Americans with Disability Amendments Act (ADAA) relating to County programs, services, activities or employment. This policy is intended to protect the rights of interested persons, to have appropriate due process standards and to ensure that DuPage County government complies with the ADAA.

### **ELIGIBILITY**

- Any qualified applicant for employment with disabilities who applies for County jobs.
- All employees under County Board Jurisdiction regardless of employment status with disabilities that qualifies for accommodation under the ADAA and is able to perform the essential functions of their position with or without accommodations.

### **GUIDELINES**

- A.** The Human Resources Department will be responsible for maintaining current job descriptions that outline the essential functions of every position. These essential functions will be communicated in all job opportunity postings and by a Human Resources Representative through the recruitment process.
- B.** It is the responsibility of the individual in need of a reasonable accommodation to notify their supervisor or a Human Resources Representative what essential functions they are unable to perform without accommodation.
- C.** DuPage County will communicate and work with individuals to provide reasonable accommodations that qualify under the ADAA. These accommodations will not impose an undue financial or administrative burden to DuPage County.

## **PROCEDURES**

**Accommodations** – Each step of the accommodation process will be subject to the approval of the Department Head and the Director of Human Resources, or designee.

1. Upon notification from the individual that they are unable to perform the essential functions of their position due to a disability, a Human Resources Representative will provide a letter to the employee's treating healthcare provider explaining what information is needed to determine if a reasonable accommodation is needed and available to the employee.
2. It is the employee's responsibility to present this letter to their treating health care provider. All responses must be sent directly from the treating healthcare provider to DuPage County's Human Resources Department within fifteen (15) days of receipt of employer's letter.
3. Once medical documentation is received by Human Resources from the treating healthcare provider, the information will be discussed with the employee and the employee's supervisor to determine if the essential function(s) of a job are impacted by the disability and if a reasonable accommodation is available to the individual.
4. If the disability qualifies under ADA and an accommodation is available, a Human Resources Representative and the employee's supervisor will discuss the provisions of the accommodation with the employee and it will be implemented immediately.
5. Accommodations will be reviewed annually by a Human Resources Representative, the employee, and the employee's supervisor to determine if the accommodation is still necessary and if it is meeting the needs of the County and the individual.
6. If no accommodation is available, a Human Resources Representative and the employee's supervisor will meet with the employee to discuss available options. If all options have been exhausted, and the employee is still not able to perform the essential functions of the position, the employee will follow the County's leave of absence policy. Any additional leave requests will be reviewed and determined by the Director of Human Resources or designee.

## **Complaints**

1. Discrimination against any employee, resident, or applicant on the basis of disability will not be permitted or tolerated. Any deliberate attempt by any employee of DuPage County to bypass this policy will be subject to disciplinary action, not to exclude termination.
2. The Director of Human Resources, or designee, will serve as the Americans with Disabilities Act Coordinator of the County. Any employee or applicant who believes that they have been subject to discrimination shall inform the Director of Human Resources,

or designee, in writing.

- 3.** This written statement must be specific regarding:
  - a)** Complainant's name and position or, if complainant is an applicant, please include name and address
  - b)** Nature of discrimination
  - c)** Date(s) incident occurred
  - d)** Individuals involved
  - e)** Individuals involved who have information regarding the charge
- 4.** All reports will be investigated. Results of the investigation shall remain confidential to the extent practical.
- 5.** If the Director of Human Resources, or designee, finds that the claim has merit, appropriate action will be taken. This may include disciplinary action, not to exclude termination.