

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Procedure

Section 3.4

EMPLOYEE REASONABLE ACCOMMODATION

As outlined in the Board's Individuals with Disabilities Non-discrimination Policy, the Board will provide 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.

It will be the responsibility of the Human Resource Department to implement these procedures, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

The Board 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 and/or if the accommodation creates an undue hardship to the Board.

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 modification of examinations, training material or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

In determining whether an accommodation would impose an undue hardship on the Board, the Board will consider several factors including, but not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such a facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the Board; the size; number, type and location of facilities.
- The type of operations of the Board, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation.
- The impact of the accommodation on the operation of the facility.
- The essential functions of the job as determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in this procedure are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be reasonable accommodations covered by the Board's ADA/ADAAA policy.

Adopted: 3/25/2013