**Workplace Accommodation for Employees with Disabilities Policy**

[County Name] does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment. [County Name] will comply with all federal and state laws concerning the employment of persons with disabilities.

Accommodation Request Process

An employee may request a reasonable accommodation at any time, orally or in writing. The employee may use the County’s Accommodation Request Form to initiate the process.

When the disability or need for accommodation is not obvious, [County Name] may require that an employee complete and submit the Accommodation Request Form along with medical documentation which establishes the employee has an ADA disability and supports that the employee needs a reasonable accommodation. When requested, documentation should be submitted to the Human Resources Department. It is the responsibility of the employee to provide appropriate medical information requested by the County.

Accommodation Procedure

The [Human Resources Manager] or their designee, in consultation with the [Department Head], is responsible for processing requests for reasonable accommodation. If an employee makes a reasonable accommodation request to their supervisor, manager, or department head, management should forward the request to Human Resources immediately.

Generally, the [Human Resources Manager] or designee will schedule a meeting with the employee to discuss the accommodation request. The employee’s supervisor and/or manager may also be present during the meeting. The [Human Resources Manager] or designee will need to consult with an employee’s supervisor and/or manager to gather relevant information to respond to a request and to assess whether a particular accommodation will be effective, particularly those involving performance of the job.

The [Human Resources Manager] or designee will process requests for reasonable accommodation where appropriate, and will reasonably accommodate qualified individuals with a disability so 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 [County Name].

In cases where a reasonable accommodation is granted, the supervisor and the [Human Resources Manager] or designee will periodically evaluate the accommodation and its effectiveness. [County Name] reserves the right to discontinue or modify the accommodation based upon the results of the periodic review.

The County will not tolerate any acts of retaliation against employees who have requested and/or received an accommodation.