

## **SECTION 1.03      WORKPLACE ACCOMMODATION**

### **Disability and Pregnancy Related Accommodations**

Jefferson County Board of Developmental Disabilities (JCBDD) will strive to supply reasonable accommodations that do not impose an undue hardship on the employer to qualified employees and applicants with disabilities and to employees who are limited in their ability or inability to work due to pregnancy.

If an employee requests an accommodation, JCBDD will review whether the employee may be able to perform the essential functions of the job with some reasonable accommodation. If so, JCBDD will make an appropriate accommodation unless it would pose an undue hardship on JCBDD to do so. If JCBDD cannot accommodate a disabled or pregnant employee in his/her current position, JCBDD may place the employee in an available vacant position for which the employee is qualified; absent such, JCBDD may place the employee on disability leave/separation as outlined in Section 4.06 of the Employee Handbook.

### **Procedure**

It remains the employee's obligation to request an accommodation. If an employee requests an accommodation, JCBDD will: (1) review the job description, essential functions, or other relevant documentation with the employee; and (2) review with the employee whether they can still do the essential functions of the job with some form of accommodation. If the employee answers in the affirmative, JCBDD should ask the employee what accommodation is requested and whether any other accommodation would also allow the employee to perform the essential job functions. JCBDD may also consider accommodations that are not suggested by the employee. Any accommodation made will remain as confidential as possible and will be treated as such under JCBDD other policies and procedures on confidential information.

If the employee says they cannot perform the essential functions of the job even with an accommodation, JCBDD may concur with the employee, or may suggest an alternative course of action. JCBDD may determine that some other accommodation will allow the employee to do the job to JCBDD satisfaction, and JCBDD may evaluate the employee using current performance standards. JCBDD may consult a medical advisor or other appropriate licensed practitioner for verification.

When deciding whether an accommodation is reasonable, JCBDD may consider among other things:

1. allowing use of available leave for treatment;
2. allowing flexible hours;
3. providing transportation;
4. providing reserved parking spaces;
5. providing assistance from other employees;
6. allowing the employee to use his/her own equipment or aids; and
7. reassigning of job functions, though JCBDD need not reassign essential functions.

### **Religious Accommodations**

JCBDD will strive to provide a reasonable accommodation for an employee's sincerely held religious beliefs or practices, unless such reasonable accommodation would constitute an undue hardship for the employer. "Undue hardship" for purposes of religious accommodations more than a minimal burden on JCBDD operations.

It remains the employee's obligation to request an accommodation. Employees must request religious accommodations in writing directly to their supervisor for review. If JCBDD needs more information, the employee may be asked to meet and engage in an interactive process to discuss the request.

The Superintendent and Human Resources Coordinator will review all religious accommodation requests and determinations before the employee is notified of the ultimate decision.