

## **PROCEDURE 105-1 - REASONABLE ACCOMODATION FOR DISABILITIES**

To ensure compliance with Johnson County's Equal Opportunity in Employment Policy and the Americans with Disabilities Act (ADA), as amended, all requests for disability accommodation will be given consideration.

### **Form of Request**

Requests for accommodation are not required to be written and need not mention the ADA or use the phrase "reasonable accommodation." A request for any modification to work, policies, or other conditions of employment because of a physical or mental impairment is a sufficient request.

### **Accommodating Applicants**

When an internal or external applicant requests an accommodation to the hiring process due to a physical or mental impairment, the department/agency/office must consult the Department of Human Resources, which will initiate separate discussions with the applicant and the department/agency/office representative to determine what, if any, accommodation is reasonable and appropriate.

### **Accommodating Employees**

An employee with a physical or mental impairment may request accommodation to perform the essential functions of the employee's position, to participate in the hiring process for a new position, or to take advantage of the other benefits of employment with the County. The employee, or their representative if the employee is unable to communicate effectively, may direct the request to the employee's supervisor or manager or to the Department of Human Resources.

Any supervisor or manager to whom a request is made must document the request and promptly notify the Department of Human Resources. The Department of Human Resources will initiate separate discussions with the employee and the department/agency/office to determine what, if any, accommodation is reasonable and appropriate.

### **Choice and Cost of Accommodation**

When more than one reasonable accommodation will be effective, the individual's preference will be taken into consideration, but the department/agency/office may select which accommodation will be implemented. The department/agency/office is generally responsible for the cost of the accommodation.

### **Denial of Accommodations**

No request for accommodation due to a physical or mental impairment, whether made by an employee or external applicant, may be denied without prior consultation with the Department of Human Resources.

### **Medical Information**

The County may require the employee to provide information, including documentation from the employee's health care provider, about the physical or mental impairment. Requests for such information will be made by the Department of Human Resources and not the employee's department/agency/office unless otherwise authorized by the Department of Human Resources. No medical documentation may be maintained in the employee's department/agency/office.

except when required by law; it must be retained by Human Resources in a manner consistent with federal and state law.

**Confidentiality**

Requests for disability accommodation will be treated confidentially. The request, and any accommodation, may not be disclosed to the employee's co-workers or others outside of the employee's supervisory chain without prior approval from the Department of Human Resources or Legal Department.

Employees with access to employee health information may not disclose that information internally or externally without the consent of the employee except in those limited instances where disclosure is allowed or required by law. Employees should consult the Department of Human Resources or Legal Department before disclosing employee health information.

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