



ADMINISTRATIVE PROCEDURE

SECTION: 300 – Human Resources	PROCEDURE #: 305 - A
TITLE: Americans with Disabilities Act Amendments Act (ADAAA) Procedure	IMPLEMENTS POLICY #: 305
SPONSORING DEPARTMENT/DIV: Department of Human Resources	
EFFECTIVE DATE: 07/01/2025	REVIEWED:

OBJECTIVE: To establish procedures for requesting reasonable accommodation under the ADA for both pre-employment recruitment and selection processes and work assignments for current employees.

AUTHORITY: The authority to issue or revise these procedures is reserved to the County Administrator. The County Administrator may authorize exceptions to these procedures when deemed appropriate.

PROCEDURES:

1. Accommodation Request Procedure and Evaluation for Employees:
 - 1.1. Any employee may request reasonable accommodation using the following instructions:
 - 1.1.1. Contact Human Resources/ Leave Administration (HR) for assistance or directly log in to AbsenceSoft on the [Applying for Medical Leave](#) page, and enter a new request for accommodation;
 - 1.1.2. Submit the Authorization for Release of Health Information Form if requesting HR to communicate directly with the health care provider. Submit the Supplemental Medical Questionnaire Request filled out by the employee’s healthcare provider.
 - 1.2. HR will engage the employee in the interactive process to determine their ability to perform the essential functions of the employee’s assigned position, with or without reasonable accommodation.
 - 1.3. HR may request additional information to enable appropriate evaluation of the accommodation requested. Such information may come from the employee requesting the accommodation, treatment providers, the supervising department, and any other resource that ensures comprehensive processing of accommodation requests.
 - 1.4. Upon receipt of an accommodation request and review of necessary documentation to evaluate such accommodation, HR will discuss accommodations with the supervisor and

the designated Human Resource Business Partner to determine if the request is reasonable and if the department can accommodate.

1.5. HR will respond to the requestor in writing with one of the following:

- An approval of the request;
- Notification that additional information is required;
- Proposal of a different accommodation; or
- Denial of the request.

1.6. All records related to accommodation requests shall be maintained by HR in accordance with the retention schedules provided for in Oregon Secretary of State's archive rules for counties. All files related to accommodation requests will be kept in a separate medical file and not co-mingled with any employee personnel files.

2. Accommodation Request Procedure and Evaluation for Applicants during recruitment process:

2.1. A job applicant may request an accommodation during the recruitment and selection process directly contacting the member of the Talent Acquisition Team (TAT) assigned to the recruitment for instructions on submitting the request. Such request must be made for each position, and no later than 72 hours prior to the applicable phase of the recruitment.

2.2. Upon receipt of an accommodation request, the TAT member assigned to the recruitment will determine if the request is reasonable and can be accommodated or reach out to Leave Administration for assistance.

2.3. If accommodation is for the application process only and would not impact the interview it will be kept confidential by the Talent Acquisition Team.

2.4. If an applicant discloses a disability, functional limitation or medical condition that may create a challenge performing the essential functions of the position, TAT will proceed with the interview and selection process as this would be addressed after any offer is made.

2.5. All records related to the accommodation request will be maintained by HR in accordance with the retention schedules provided for in the Oregon Secretary of State's Archive rules. A reference will be made in the County's applicant tracking system visible to the TAT Analysts about the existence of the accommodation request. The supporting documentation will be stored separately from the applicant's recruitment and selection materials.

3. Accommodation Request Procedure and Evaluation for Applicants after job offer has been extended:

3.1. The hiring process will pause, and the applicant will be directed to the Leave Analyst assigned to the hiring department and steps found in section 1. above will be followed for the process.

- 3.2. If the request cannot be accommodated, and the candidate states they cannot perform the essential duties of the position with or without reasonable accommodation, the TAT Analyst will explain to the applicant that we will not be able to proceed with the offer.
- 3.3. TAT will rescind the offer.

4. Confidentiality

- 4.1. Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local laws and information will be shared only with those having a business need to know.
- 4.2. The County will not disclose accommodation requests and supplementary documentation, except to the extent deemed necessary to defend itself in adversarial proceedings, or to comply with the law or a court order.

4. Distribution

The policy and these corresponding Administrative Procedures shall be disseminated to all employees, supervisors, managers and elected officials of Washington County. Questions, concerns or comments related to this procedure, or associated policies should be directed to the Chief Human Resources Officer or designee.