

Effective Date: 09/21/09

PROCEDURE

Cancels: Res. 046095
See Also: POL-1001-HR

Approved by: BOCC
Res. # 069917

PRO -1001-1- HR REQUESTING REASONABLE ACCOMMODATION

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees, qualified individuals with disabilities and authorized agents.

Action Taken By:

Action:

Applicant

1. **Obtains** a Reasonable Accommodation form from Human Resources.
2. **Completes** the form and obtains a doctor certification if necessary.
3. **Forwards** the form to the Department Head/Elected Official or the ADA Coordinator.

Dept. Head/Elect. Official and ADA Coordinator

4. **Review** the application and verification.
5. **Meet** with the applicant to discuss accommodation options.
6. **Determine** the most appropriate accommodation.
7. **Notify** the applicant of their decision.

Applicant

8. **Works** with the Department Head/Elected Official to implement the accommodation.
 - 8a. If he/she does not agree with the decision, **appeals** through policy POL-1001-HR.