

Reasonable Accommodation Policy

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I. POLICY

It is the policy of the City of Ogden not to discriminate on the basis of disability against any qualified person. To this end all decisions relating to employment including, but not limited to recruitment, selection, training, assignment, promotion, compensation, transfer, benefits, and education, will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation. This policy is applicable to all employment policies and practices. The City also provides reasonable accommodation in connection with the provision of City services, programs and activities. The Director of Management Services has been designated as the EEO/ADA coordinator within Ogden City.

Contact Information:

801.629.8701

Email: accessibility@ogdencity.com

Relay Utah: Dial 771 or 1.888.735.5906

II. SCOPE

This policy provides guidance and the procedure through which individuals may request reasonable accommodation; and the manner in which departments should consider and review those requests.

III. PURPOSE

This policy is intended to assist applicants for employment, current employees, individuals desiring to participate in City sponsored programs or activities, and department supervisors and managers in requesting and processing reasonable accommodation requests. It covers the following: Guidelines for filing a Request for Reasonable Accommodation, Guidelines for considering and evaluating a Request for Reasonable Accommodation, and the Appeal process

III. MAKING A REQUEST FOR REASONABLE ACCOMMODATION

A. Any applicant for employment, current employee, or individual with a disability seeking to participate in a City program or activity, or his/her representative, may request reasonable accommodation. The applicable department shall provide persons requesting an accommodation the contact information for the ADA/EEO coordinator. It is the responsibility of the requester to contact the ADA/EEO Coordinator. It is the responsibility of the ADA/EEO Coordinator to ensure the request is resolved appropriately.

- (1)** Individuals seeking, or supervisors wanting to provide informally, a reasonable accommodation may do so; a formal request would follow if the informal request was rejected.
- (2)** Although the responsibility for requesting the reasonable accommodation rests primarily with the applicant, employee, or participant the ADA/EEO Coordinator or designated representative is available as a resource in

the preparation, explanation, and dissemination of reasonable accommodation information or technical assistance.

B. All formal requests for accommodation must indicate the following:

- (1)** Name, address, and telephone number of the person requesting accommodation.
- (2)** The specific limitation, the type of accommodation requested, with an explanation of how the accommodation will allow the performance of the essential functions of the position or the participation in a program or activity.

IV. REVIEW OF REQUESTS FOR REASONABLE ACCOMMODATION

A. Because of the personal nature of some disability issues every reasonable effort should be taken to ensure confidentiality during the entire review process.

- (1)** The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the department and the individual with a disability discuss and arrange for the necessary (and reasonable) changes through an interactive process. The department must make a “reasonable effort” to determine the appropriate accommodation. Primary consideration should be given to the preferences of the individual when deciding on an accommodation; however, the department has the ultimate discretion to choose between effective accommodations.
- (2)** A department may not compel an individual with a disability to use an accommodation that is not necessary to perform the job.

B. In considering a request for accommodation a department will consider the following when reviewing a request for accommodation:

- (1)** Analyze the job or activity to determine the essential functions.
- (2)** determine with the employee, applicant or participant how the disability limits their performance of the essential functions.
- (3)** Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.
- (4)** Considering the requester’s preference, the department selects the accommodation most appropriate for the requester and the department.

C. If the request is approved, the ADA/EEO Coordinator or representative will notify the requester and make the necessary implementation arrangements. If the request is denied, the requester may appeal to the ADA/EEO Coordinator within thirty (30) calendar days.

D. The review process concluding with the approval or denial recommendation shall be completed in fifteen (15) working days from the date of the request, unless the requester and the department agree to an extension of time.

V. APPEAL PROCESS FOR REASONABLE ACCOMMODATION AND 504

A. In the event an applicant or individual is not satisfied with the outcome of a request he/she may file an appeal through the city recorder’s office to the ADA/EEO Coordinator. The appeal must be received within 30 days of the applicant’s or individual’s notification of the city’s decision.

B. The ADA/EEO Coordinator will complete a review and respond in writing to the applicant or individual within 15 days of the receipt of an appeal.