

POLICY ON REASONABLE ACCOMMODATION

Marin County shall reasonably accommodate physical or mental impairments which rise to the level of disabilities. In general, it is the responsibility of the individual with a disability to notify the County that an accommodation is needed.

I.

ACCOMMODATION IN THE HIRING PROCESS

Upon request, reasonable accommodations will be made for qualified persons with disabilities. An accommodation request should be submitted with the employment application. Telecommunications Devices (TDD) are available for the hearing impaired. Other individuals with disabilities requesting accommodation will be responded to by the Human Resources Department on a case-by-case basis.

II.

REASONABLE ACCOMMODATION IN EMPLOYMENT

Once the need for reasonable accommodation arises either by the employee's request or by the County's knowledge of the employee's disability, the County by and through the applicable Department and Human Resources will engage in the following process:

- A. Review the purpose and essential functions of the job.
- B. Engage in an interactive dialogue with the individual with a disability to ascertain the precise job related limitations imposed by the individual's disability and how those limitations would be overcome with reasonable accommodation.
- C. In consulting with the individual, identify the potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.
- D. Consider the preference of the individual to be accommodated and select and implement the accommodation most appropriate for the County considering the employee's input.

Reasonable accommodations may include training, modification of equipment and devices, modifying examination, training or policies, granting leave, reassignment to a vacant position, modifying work schedules, making facilities accessible, or job restructuring.

Reasonable accommodation may not be made if it creates an undue hardship for the County of Marin.