

4-11-12 plm

**TITLE:** Americans with Disabilities Act

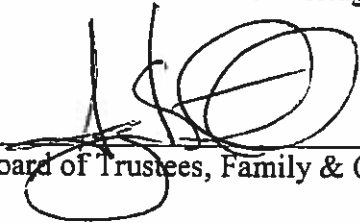
**FUNCTION:** Employee Relations

**PURPOSE:** To define how a Director/Manager should respond when they are informed by an employee or applicant that he or she has a disability and requests an accommodation.

**RESPONSIBLE PARTIES:** All employees

**POLICY STATEMENT:** It is the Agency's policy to make reasonable accommodations for any employee of or applicant applying for a job with Family & Community Services of Portage County, Inc.

Approved by:

  
\_\_\_\_\_  
President, Board of Trustees, Family & Community Services of Portage County, Inc.

Date: 10/4/04

**PROCEDURE**

The American with Disability Act of 1990 (ADA) was signed into law on July 26, 1990. It applies to employers with 15 or more employees effective July 26 1994. Title I of the Americans with Disabilities Act makes it illegal to discriminate against a qualified individual with a disability in all employment practices. It also imposes an obligation for employers to make a reasonable accommodation to the disability unless doing so would impose an undue hardship. Under the ADA, a person has a disability if he or she has a physical impairment that substantially limits a major life activity.

Reasonable accommodation is any change or adjustment to a work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of the job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

The following guidelines will generally be used:

- Consult informally with the applicant or employee about potential accommodations that would enable the individual to participate in the application process or perform the essential functions of the job.

- If the consultation does not identify an appropriate accommodation, Human Resources will assist you by contacting an organization and/or agency, which represents or provides services to individuals with disabilities.
- The supervisor must also consider whether there are modifications or adjustments that can be made to the work environment or in the way things are done that would enable the person to perform these functions.

Approved by: \_\_\_\_\_

  
Executive Director, Family & Community Services of Portage County,  
Inc.

Date: 10/4/04