



City and Borough of Juneau Disability Accommodation Process

The City and Borough of Juneau (CBJ) is committed to diversity and nondiscrimination, and supports the full employment of qualified individuals with disabilities in its workforce in accordance with state and federal laws and regulations, including the Americans with Disabilities Act, As Amended (ADAAA).

To ensure equality of access for individuals with disabilities, reasonable accommodations, including auxiliary aids, should be provided to enable employees to perform the essential functions of their jobs.

Employees are responsible for initiating requests for any desired disability related workplace accommodation by contacting their supervisor or a representative of Human Resources, either orally or in writing. In accordance with ADAAA, CBJ will take such requests seriously.

Supervisors are responsible for immediately notifying Human Resources of any employee accommodation request brought to their attention. Supervisors are also responsible for implementing reasonable accommodations approved by the ADAAA Coordinator; for keeping the accommodation request confidential; and for monitoring any interactions with the requesting individual to ensure that actions are not legitimately construed as retaliatory.

Human Resources is responsible for informing employees of the disability accommodation request process, providing oversight of the disability accommodation process for employment related requests, coordinating requests for disability accommodations, providing advice, guidance, and assistance in ADAAA accommodation requests, including determining what type of medical documentation is necessary and in consultation with the supervisor, ADAAA Coordinator, and other resources as needed, deciding if requested accommodations would be appropriate and effective.

ADAAA Coordinator is responsible for reviewing recommendations made by Human Resources and making final decision for all formal ADAAA requests.

Guidance Resource Program

The Guidance Resources Program is responsible for providing confidential counseling to employees who seek assistance in resolving concerns, including work-related concerns. The Guidance Resources Program will refer employees with disability accommodation request concerns to Human Resources.

Procedures:

Request: The employee is responsible for requesting an ADAAA workplace accommodation for his or her disability by completing an Employee Request for Reasonable Accommodation form, submitting the request to their supervisor and/or Human Resources.

Discussion: Following receipt from the employee of the Employee Request for Reasonable Accommodation, the employee's supervisor and a representative of Human Resources will meet

with the employee to acknowledge the request and explain the accommodation process to include timelines. Human Resources will provide a Release of Medical Information, as appropriate; to be completed by the employee and his or her licensed medical practitioner.

Documenting the Disability: It is the responsibility of the employee to provide the requested documentation regarding his or her disability. Human Resources will conduct an analysis of the impairment eligibility to determine what type of documentation is necessary to verify the disability. This may vary depending on the nature and extent of the disability and the accommodation requested. In some cases it may be necessary to discuss the nature of the disability with the employee's physician to address the request.

Formal Reasonable Accommodation Interview: Following the receipt of the Health Care Provider Information (as appropriate), the supervisor and a representative of Human Resources will conduct a formal interview with the employee. The discussion will include responsibilities of CBJ for reasonable accommodation under the ADA, review of the employee's request for accommodation, discussion of the essential functions of the position, informing the employee of the consequences of failing to identify a reasonable accommodation, and discussion of reassignment to another job position as the last step in providing reasonable accommodation.

Analysis of Job/Position or Performance of Job Responsibilities: Human Resources will consider the following in determining a reasonable accommodation:

1. What are the essential functions of the employee's position?
2. What are the responsibilities that employees in the same position have performed in the past?
3. How does the disability affect the performance of the essential functions?
4. What are the problems posed by the workplace barrier?
5. Is there a record of any disciplinary actions that may be related to the disability or the request for an accommodation?

Analysis of Accommodation Request: Appropriate accommodations are determined following an individual assessment of each request. Human Resources will consult with appropriate offices in considering the needs or requests for reasonable accommodations.

Among factors considered in determining reasonable accommodations for employees are:

1. What accommodation has been requested and what is the duration of the requested accommodation?
2. How will the accommodation affect the employee's performance of duties?
3. How will the accommodation affect the department's effective operation, including the effect on responsibilities of other employees, and university policies and practices?
4. What is the cost of the accommodation?
5. Are there safety and security issues that need to be considered?
6. What are other options for accommodations?

Notification and Implementation of Accommodation under ADA: The ADA Coordinator shall provide the employee with written notification of the determination within 20 business days of reviewing the completed analysis (including the requested medical documentation and reasonable accommodation interview) absent extenuating circumstances.

If the determination includes an accommodation, the notice will also include the expected implementation date. If a situation should arise whereby Human Resources requires additional time to review and assess a request or to provide accommodation, the ADA Coordinator shall provide the employee with a written notification of the status of the request and the proposed date of determination.

Once the reasonable accommodation is determined, written notification will be sent to the employee and the supervisor indicating the recommended accommodation approved by the ADA Coordinator. Once the employee and the supervisor have been notified of the determined accommodation, a meeting will be held for the employee, supervisor, and Human Resources to discuss the details of the implementation.

Responsibility for Funding:

If the decided accommodation is deemed appropriate and reasonable, then the hiring department bears the initial responsibility for funding the accommodation. If the cost is beyond the department's means, the cost will be shared by City Manager's office.

Resolving Disagreements:

In the event the employee disagrees with the determination and/or proposed accommodation, he/she may contact the ADA Coordinator.

Confidentiality and Record:

All CBJ offices and supervisors have a responsibility not to share information regarding employee's disability related information with others unnecessarily. To that end, materials related to an employee's disability, including the Employee Request for Accommodation, will not be placed in employee personnel files. Neither will information regarding request for accommodation be discussed, except as needed to accommodate the disability.