



**CITY OF ROCKLIN**  
**REASONABLE ACCOMMODATION POLICY**  
**August 9, 2017**

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**A. POLICY:**

It is the policy of the City of Rocklin not to discriminate on the basis of disability against any qualified employee or person seeking employment. This policy pertains to all aspects of the employment, including but not limited to application procedures, hiring, advancement, compensation, training, and other terms and conditions of employment. The employment related provisions of the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) (including the ADA Amendments Act) apply to all employees and job applicants seeking employment with the City. Under these laws, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed (or seeks to be employed).

The City will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship would result or there is a significant risk of harm to the individual or others. A reasonable accommodation is an adjustment to the application process, job duties, performance methods, work setting, or service delivery to meet the needs of an applicant or employee with a disability. Examples of common accommodations include, but are not limited to, modified work stations, modified duties or schedules, assistive equipment, job restructuring, finite amounts of leave, reassignment, modified testing materials, and the use of qualified readers or interpreters.

Discrimination or harassment on the basis of disability against an applicant or employee who is a qualified individual with a disability by another City employee, elected or appointed official, member of the public, or contractor will not be tolerated. Complaints of such discrimination or harassment will be investigated and corrective action up to and including termination may be taken. Retaliation against a person filing a complaint of such discrimination or harassment, or against someone participating in investigation of such complaint, is prohibited and may result in corrective action up to and including termination.



An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform Human Resources to request an evaluation of such an accommodation. The City will engage in an interactive process to obtain information relevant to the requested accommodation, and medical information will often be required. While the City welcomes the applicant's or employee's suggestions for accommodations, the City will make the final decision regarding whether it can provide a reasonable accommodation and, if so, which accommodation to provide.

**B. PROCEDURE:**

**1. Request for Accommodation**

The City will engage in ADA/FEHA reasonable accommodation interactive process to evaluate an applicant or employee's workplace needs when one or more of the following takes place:

- A request for accommodation is made
- A supervisor or HR representative becomes aware (by observation, communication from the employee, or receipt of medical information) of a physical or mental condition that impacts the applicant's or employee's ability to perform one or more essential functions of the job with or without accommodation.

An applicant or employee should request a reasonable accommodation by contacting Human Resources. All requests for accommodation are considered confidential and handled on a "need to know" basis. Human Resources staff will institute an interactive process with the applicant or employee to evaluate eligibility for an accommodation and options for reasonable accommodation.

**2. Reasonable Documentation of Disability and Desired Accommodation**

As part of this evaluation, the City will typically require additional written information from the applicant's or employee's medical provider regarding the limitations at issue and the need for accommodation. The City will also seek input from the applicant or employee to the desired accommodation(s), and this may be obtained in writing or in discussions with the applicant or employee.

Note: Unrelated to this policy, the City retains discretion in appropriate circumstances to send an employee for a "fitness for duty" evaluation by a provider selected and paid for by the City.



### 3. Determinations

The City determines eligibility for accommodation and whether reasonable accommodation can be made on a case-by-case basis. Common issues considered include, but are not necessarily limited to, factors surrounding the following:

- The restriction(s)/limitation(s) involved;
- The essential functions of the job;
- The impact of the restriction(s)/limitation(s) on the essential function of the job;
- The employee or applicant's requested accommodation(s);
- Other potential accommodation(s);
- Any direct threat (i.e. significant risk of substantial harm that cannot be eliminated or reduced through reasonable accommodation).

Where it is determined reasonable accommodation cannot be made in the employee's current position, the City will evaluate options for transfer or re-assignment to other vacant City positions for which the employee is qualified. Identified options will be discussed with the employee. The City will make determinations of reasonable accommodation(s) to be provided, or make decisions that no reasonable accommodation can be made in writing. The City determines, at its sole discretion, whether or not reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The City will not provide accommodation(s) that would pose an undue hardship upon City finances or operations, or that would endanger the health or safety of the employee's or others.

A handwritten signature in blue ink, appearing to read "Ricky A. Horst", is written over a horizontal line.

Ricky A. Horst  
City Manager

A handwritten date "Aug 9, 2017" in blue ink is written over a horizontal line.

Adopted Date