

REASONABLE ACCOMMODATION

Except when undue hardship would result to the Monterey County Office of Education (MCOE / County Office), the Monterey County Superintendent of Schools (County Superintendent) or designee shall provide reasonable accommodation:

1. In the job application process, to any qualified job applicant with a disability
2. To enable any qualified employee with a disability to perform the essential functions of the position the employee holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities

No employee or job applicant who requests an accommodation for their physical or mental disability shall be subjected to discrimination or to any punishment or sanction, regardless of whether the request for accommodation was granted. [Government Code (GC) 12940]

MCOE designates the Chief Human Resources Officer as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030 - Nondiscrimination in Employment)

Definitions

Disability, with respect to an individual, is defined as any of the following: [GC 12926; 29 CFR 1630.2]

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. [GC 12926]

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. [GC 12926; 29 CFR 1630.2]

Reasonable accommodation means: [GC 12926; 29 CFR 1630.2]

1. For a qualified job applicant with a disability, modifications or adjustments to the job application process that enable the employee to be considered for the position employee desires
2. For a qualified employee with a disability, modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, that enable the employee to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by MCOE other similarly situated employees without disabilities

Qualified individual with a disability means a job applicant or employee with a disability who: [29 CFR 1630.15, 1630.2]

1. Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position the employee holds or desires
2. Can perform the essential functions of the position with or without reasonable accommodation
3. Would not pose a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to the employee or others in the job the employee holds or desires

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that the provision of a specific accommodation would cause significant difficulty or expense to the district. [29 CFR 1630.2]

Request for Reasonable Accommodation

When requesting reasonable accommodation, an employee or their representative shall inform the employee's supervisor that the employee needs a change at work for a reason related to a medical condition. The supervisor shall inform the Chief Human Resources Officer/designee of the employee's request as soon as practicable.

When requesting reasonable accommodation for the hiring process, a job applicant shall inform the Chief Human Resources Officer/designee that the employee will need a reasonable accommodation during the process.

When the disability or the need for accommodation is not obvious, the Chief Human Resources Officer/designee may ask the employee to supply reasonable documentation about their disability. In requesting this documentation, the Chief Human Resources Officer/designee shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations, and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the Chief Human Resources Officer/designee to submit a list of specific questions to their health care or vocational professional.

If the documentation submitted by the employee does not indicate the existence of a qualifying disability or explain the need for reasonable accommodation, the Chief Human Resources Officer/designee shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the Chief Human Resources Officer/designee may require the employee to submit to an examination by a health care professional selected and paid for by MCOE.

MCOE may make a medical or psychological inquiry of a job applicant or require the employee to submit to a medical or psychological examination after the employee has been given a conditional offer of employment but before the commencement of their job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. [GC 12940]

The Chief Human Resources Officer/designee shall not request any job applicant's or employee's genetic information except as authorized by law. [42 USC 2000ff-1, 42 USC 2000ff-5]

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

In accordance with law, the Chief Human Resources Officer/designee shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, the employee shall notify the supervisor or manager of the qualified individual of any reasonable accommodation granted the individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. [42 USC 12112]

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Granting Reasonable Accommodation

Upon receiving a request for reasonable accommodation from a qualified individual with a disability, the Chief Human Resources Officer/designee shall:

1. Determine the essential functions of the job involved

2. Engage in an informal, interactive process with the individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential accommodations, and assess their effectiveness
3. Develop a plan for reasonable accommodation which will enable the individual to perform the essential functions of the job or gain equal access to a benefit or privilege of employment without imposing undue hardship on the county office

A determination of undue hardship should be based on several factors, including:
[29 CFR 1630.2]

- a. The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding
- b. The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility
- c. The overall financial resources, number of employees, and the number, type, and location of facilities of the county office
- d. The type of operation of the county office, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other MCOE facilities
- e. The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business

The Chief Human Resources Officer/designee may confer with the site administrator, any medical advisor chosen by the county office, and/or other MCOE staff before making a final decision as to the accommodation.

Legal Reference:

CIVIL CODE

51 *Unruh Civil Rights Act*

GOVERNMENT CODE

12900-12996 *Fair Employment and Housing Act*

UNITED STATES CODE, TITLE 29

701-794e *Vocational Rehabilitation Act*

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 Definitions