



CITY OF DETROIT

Reasonable Accommodation Policy & Procedure – Employment

POLICY STATEMENT:

The City of Detroit is committed to the fair and equitable employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the City of Detroit to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship.

In accordance with the Americans with Disabilities Act, and the Persons with Disabilities Civil Rights Act of Michigan, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of the job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to applicants, employees, and employees seeking promotional opportunities.

It is the policy of the City of Detroit to:

- Prohibit discrimination against qualified individuals with disabilities in regard to application procedures, hiring, advancement, compensation, training and other terms, conditions, and privileges of employment;
- Provide accessible and barrier free City owned and leased buildings, programs, services and activities to all persons with disabilities;
- Provide equal employment opportunity in City government in all employment decisions, programs, services and activities for persons with disabilities;
- Actively interact with the employee and provide reasonable accommodations to qualified individuals with disabilities as required by the Americans with Disabilities Act (ADA) and other federal or state law;
- Comply with all federal and state laws concerning the employment of persons with disabilities.

REASONABLE ACCOMMODATIONS:



A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Examples include:

- Accommodations that are needed to ensure equal opportunity in the employment application process;
- Accommodations that enable individuals with disabilities to perform the essential functions of the position held or desired; and
- Accommodations that enable employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

PROCEDURE – CURRENT EMPLOYEES

The employee shall inform respective Human Resources Representative of the need for an accommodation.

The Human Resources Representative may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files for review by authorized personnel only.

When a qualified individual with a disability has requested an accommodation, the City shall, in consultation with the individual:

- Discuss the purpose and essential functions of the particular job involved. • Determine the precise job-related limitation.
- Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
- Select and implement the accommodation that is the most appropriate for the both the individual and the City. While an individual's preference will be given consideration, the City is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to procure or provide.
- Determine if the City of Detroit can accommodate the individual's request or need for accommodation after engaging in the interactive process.

The Human Resources Representative will work with the employee and the CRIO Department to obtain technical assistance, as needed.

City of Detroit ADA Policy & Procedures – Employment; Civil Rights, Inclusion and Opportunity Department;

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If the accommodation cannot overcome the existing barriers of if the accommodation would cause an undue hardship for the City, the request may be denied.

The Human Resources Representative will notify the applicant of the final decision in writing. Any employee who is not satisfied with the outcome of their accommodation request may file a grievance with the CRIO Department pursuant to the ADA Grievance Procedure.

PROCEDURE – JOB APPLICANTS

The job applicant shall inform the appropriate Human Resources Representative of the need for an accommodation. The Human Resources Representative will discuss the requested accommodation and possible alternatives with the applicant.

The Human Resources Representatives may consult with the ADA Coordinator to make a decision regarding the request for accommodation and, if approved, take the necessary steps to ensure that the accommodation is provided.

The Human Resources Representative will notify the applicant of the final decision in writing.

Any applicant who is not satisfied with the outcome of their accommodation request may file a grievance with the CRIO Department pursuant to the ADA Grievance Procedure.

Any questions regarding the ADA should be directed to:

Civil Rights, Inclusion and Opportunity - ADA Compliance Office

c/o Lesa C. Kent, ADA Coordinator

Coleman A. Young Municipal Center, Suite 1240

2 Woodward Avenue, Detroit, MI 48226

Main: (313) 224-4950

Direct: (313) 224-2942

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