

453 American Disabilities Act

1.0 Purpose

It is the policy of the William Shore Metropolitan Park District not to discriminate on the basis of disability against any qualified person. To this end all decisions relating to employment including, but not limited to recruitment, selection, training, assignment, promotion, compensation, and transfer will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation. This policy is applicable to all employment policies and practices.

2.0 Definitions

A reasonable accommodation can be defined as the adjustment to job duties, performance methods, and/or work setting or service delivery to meet the individualized need of an individual, applicant or employee with a disability.

The provision of a reasonable accommodation removes barriers in a specific situation, which prevent or limit the application process, recruitment, employment and upward mobility of a qualified person with a disability. Examples of reasonable accommodation may include but are not limited to: Job restructuring; modifying work schedules; implementing flexible leave policies; reassigning to a vacant position; providing qualified readers or interpreters.

3.0 Request for Accommodations

Any applicant for employment or current employee may request an accommodation by completing a request for accommodation form (See Attachment A) It is the responsibility of the requester to complete in full and submit the form to the Human Resources Department and their manager. Although the responsibility for requesting the reasonable accommodation rests primarily with the applicant or employee, the Supervisors or the Executive Director is available as resources in the preparation, explanation, and dissemination of reasonable accommodation information. In any case, the form must be completed in its entirety prior to being submitted.

4.0 Review of Accommodations Requests

The determination whether to provide an accommodation is made on a case-by-case basis. This is an individual process through which the District and the individual with a disability discuss and consider necessary (and reasonable) changes. The District will make a "reasonable effort" to determine the appropriate accommodation. Primary consideration should be given to the preferences of the individual when deciding on accommodation; however, the District has the ultimate discretion to choose between effective accommodations.

If the request is approved, the Supervisor or Executive Director will notify the requester and will make the necessary implementation arrangements. If the request is denied, the requester may appeal to the Executive Director within thirty (30) calendar days.

If a department reviews and approves the request for accommodation, it shall provide the accommodation without undue delay.

Attachment A
Accommodation Request

To: _____ Date of Request: _____

From: _____

I hereby request the following accommodation: _____

Accommodation Needed:

(Signature of employee or job applicant)