

City of New Haven

ADA Disability Accommodation Request Policy and Procedure

Purpose: The purpose of this statement is to establish the City’s policy on providing accommodations for people with disabilities and to set forth a clear procedure for all municipal employees to request an accommodation because of disability in accordance with the Americans with Disabilities Act (hereinafter, “ADA”). Employees of the Board of Education will be exempt under this policy since the New Haven Board of Education adopts and enforces its own policies in compliance with State law.

Issuing Authority: The Chief Administrative Officer is the issuing authority for this policy.

Enforcement Authority: Daily administration is the responsibility of Department Heads and the Director of the Department of Services for Persons with Disabilities.

Policy

1. The City will make a reasonable accommodation for an employee who is a qualified individual with a disability in order for them to perform the essential job functions of their position unless the accommodation creates an undue hardship, creates a direct threat to the employee or others, or is not otherwise required by the ADA.
2. The City will make modifications to its policies, practices and procedures to ensure qualified individuals with disabilities have an equal opportunity to participate in the City’s programs, services or activities unless the modification fundamentally alters the program, service or activity, creates a direct threat to the employee or others, or is not otherwise required by the ADA.
3. Initial requests for an accommodation should be made in writing and submitted to the Director of the Department of Services for Persons with Disabilities, in consultation with the Director of Labor Relations, with a copy to the employee’s supervisor. Any questions can be directed to the Director of the Department of Services for Persons with Disabilities at 946-7651 or TTY 946-8582.
4. Upon receipt of a request for a disability-related accommodation, the supervisor will conduct an inquiry in conjunction with the Department of Services for Persons with Disabilities, in consultation with the Director of Labor Relations, to determine the employee’s eligibility for an accommodation, what accommodations are available and the feasibility of such accommodation. While not an exhaustive list of topics for exploration, the inquiry will likely make determinations regarding:

The qualified employee’s disability status as defined by the ADA

The qualified employee’s job description and essential job functions of the position

The employee’s ability to perform the essential job functions with or without an accommodation

The accommodations request and/or available to enable the qualified employee to perform the essential job functions of his or her position
The costs associated with making an accommodation
The reasonableness of the available accommodations

5. While the employee may suggest possible accommodations during this process, the City will ultimately make the decision of what reasonable accommodation will be offered to the employee.
6. A preliminary determination regarding the accommodation request will be made within thirty (30) days and communicated to the employee in writing.
7. All requests for accommodations and disability related information shall be strictly confidential. Additionally all records related to disability or accommodation request must be maintained in a file separate from the employee's personnel file.
8. The employee has the right to accept or reject an offer of reasonable accommodation and should do so in writing. If an employee rejects an offer of reasonable accommodation and no other reasonable accommodations are available, the City, at its discretion, may not offer any other accommodations.

Issuing Authority: _____

Effective Date: _____

Effective Date: March 3, 2000

Previously Revised: N/A A copy of this policy is available for review at the Department of Human Resources, and on the City's computer network at N:\policies\accompol.doc
