

Sacramento Suburban Water District

Reasonable Accommodation and Interactive Process Policy

Adopted: April 21, 2014
Revised: February 26, 2018

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District’s commitment to comply with state and federal laws to insure equal employment opportunities for qualified individuals with a disability by making reasonable accommodations for known physical or mental limitations of applicants or employees unless undue hardship on the employer would result.

200.00 Policy

An interactive good faith communication process between the District and a disabled applicant or employee is required to select appropriate reasonable accommodation(s), if any exist. This is a timely individual process where management and the individual discuss the request and possible effective reasonable accommodation(s) that would be required in order for the employee or applicant to perform the essential functions of the position.

An applicant or employee who wishes to request an accommodation should initiate the interactive process by contacting the District’s Human Resources Coordinator. The District will engage in an interactive process with the employee or applicant to identify possible accommodations, if any, that will help him/her perform the job. Both the District and the applicant or employee must actively participate in the interactive process in good faith. If the applicant or employee refuses to participate in the process, the District is not obligated to continue it.

The District will initiate an interactive process when: 1) an applicant or employee with a known disability requests a reasonable accommodation; 2) the District becomes aware of the need for an accommodation through a third party or by observation; or 3) the District becomes aware of the possible need for an accommodation because an employee has a disability and has exhausted leave under the Workers’ Compensation Act, the California Family Rights Act (CFRA), the Family Medical Leave Act (FMLA), and/or other federal, state or employer leave provisions, as applicable.

Whether the applicant, employee or District initiates the interactive process, the following is a non-exclusive list of management considerations when reviewing a request for accommodation:

- a. Confirm the essential functions of the job.
- b. Determine how the disability limits performance of the essential functions.
- c. Identify accommodation options that overcome limitations and determine the reasonableness of the proposed accommodation(s).
- d. Select the most appropriate reasonable accommodation(s), if any exist.

If an accommodation request is made by an applicant, employee or the District, the District will initiate the interactive process and confer with the individual applicant or employee until the interactive process is complete. The process will be deemed complete when the District and the applicant or employee agree on and implement a reasonable accommodation, the District determines there are no reasonable accommodations that would permit the applicant or employee to perform the essential functions of the job, or the applicant or employee fails to engage in the interactive process.

300.00 Policy Review

This Policy shall be reviewed at least biennially.