

SOUTH PLACER MUNICIPAL UTILITY DISTRICT POLICIES

Policy Name:	2023 – REASONABLE ACCOMMODATION		
Approval Authority:	SPMUD BOARD OF DIRECTORS	Adopted:	11/05/2020
Resolution No.	20-33	Revised:	

PURPOSE

This purpose of this policy is to prevent discrimination on the basis of disability against any qualified person.

POLICY STATEMENT

Section 1. General

California Law under the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA) applies to all employees and job applicants seeking employment with the South Placer Municipal Utility District (District). Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with Federal or State law. The District will also attempt to provide reasonable accommodation in connection with the provision of District services, meetings, and activities.

Section 2. Definition of Reasonable Accommodation

(1) Reasonable accommodation is an adjustment to job duties, performance methods, and/or work setting to meet the individualized need of an individual, applicant, or employee with a disability.

(2) 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 or prevents their participation in a program, activity, or event.

Examples of reasonable accommodation are:

- Making facilities accessible and usable.
- Implementing flexible leave policies.
- Reassigning to a vacant position.
- Providing assistive equipment.

Section 3. Requesting a Reasonable Accommodation

Any applicant for employment, current employee, or individual with a disability, or their representative, may request reasonable accommodation. Persons requesting a reasonable accommodation should contact the Department Manager, the Administrative Services Manager, or the General Manager for further information.

An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform their Department Manager, the Administrative Services Manager, or the General Manager to request an evaluation of such an accommodation. Generally, an interactive process meeting will be scheduled to discuss the request, job duties, and possible accommodations.

Section 4. Review of Requests for Reasonable Accommodation

Because of the personal nature of some disability issues every reasonable effort should be taken to ensure confidentiality during the entire review process.

The determination whether to provide an accommodation is made on a case-by-case basis. The following factors must be considered when reviewing a request for accommodation:

- Analyze the job or activity to determine the essential functions.
- Determine with the employee, applicant, or participant how the disability limits their performance of the essential functions.
- Identify accommodation options that overcome limitations and determine the effectiveness and feasibility of the proposed accommodations.
- Considering the requester's preference, the department selects the accommodation most appropriate for the requester and the department.

If the request is approved, the Department Manager will notify the requester and make the necessary implementation arrangements, providing the accommodation without undue delay.