


Description:	REASONABLE ACCOMMODATIONS		Policy Number:
 <p style="text-align: center;">WINNEBAGO COUNTY</p>	Revision Date:	10/06/11	
	Issue Date:	10/06/11	
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I. POLICY

Winnebago County is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is the County of Winnebago’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of an individual’s disability or perceived disability as long as the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of non-discrimination, the County of Winnebago will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the County of Winnebago aware of his or her disability, provided that such accommodation does not constitute an undue hardship on Winnebago County. The County of Winnebago will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, termination or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

II. SCOPE


This policy applies to every employee of Winnebago County, including elected officials; as well as to volunteers and interns throughout the organization and all individuals who may have contact with any employee of this organization.

III. EMPLOYEE RESPONSIBILITY

An employee with a disability who believes they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or manager. Winnebago County encourages individuals with disabilities to come forward and request reasonable accommodation if necessary to allow them to perform their job effectively. If an employee feels uncomfortable making an accommodation request to the manager or believes the accommodation request was not properly considered, he/she should notify the Manager of Human Resources.

IV. MANAGEMENT RESPONSIBILITY

On receipt of an accommodation request, the supervisor or manager and immediate supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Winnebago County might make to help the employee overcome those limitations and perform the essential job

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functions of the position. The supervisor must notify the Human Resource Department of the request for accommodation and the outcome of the request.

The Winnebago County will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Winnebago County’s overall financial resources, the accommodation’s impact on the operation of the department, including the ability of other employees to perform their duties, and on Winnebago County’s ability to provide its services to the public.

In considering potential reasonable accommodations, Winnebago County may review a variety of factors including, but not limited to, consultation with appropriate health care professionals and/or disability constituent organizations for assistance in reviewing and exploring possible “reasonable accommodations” that would allow the otherwise qualified individual to perform the job’s essential functions.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Winnebago County will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement to the County Administrator explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require Winnebago County to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items such as eyeglasses, hearing aids, wheelchairs, etc.

V. COMPLAINT PROCEDURES

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should immediately notify their supervisor or manager, or the Manager of Human Resources. Winnebago County will make every reasonable effort to handle such inquiries or complaints in a responsible and confidential manner.