WORKFORCE DEVELOPMENT BOARD
OF SOUTHEAST MISSOURI

www.job4you.org

1021 Kingsway, Suite 1
Cape Girardeau, MO 63701

Phone: 573.334.0990, Relay 711

Accommodation Policy

It is the policy of the Workforce Development Board (SEWDB) and its subcontractors to comply with the Americans with Disabilities Act. SEWDB is committed to the fair and equal employment of people with disabilities. SEWDB and its subcontractors do not discriminate against qualified job applicants or employees with disabilities with regard to job application procedures, hiring, employee compensation, advancement, training, discharge or other terms, conditions and privileges of employment.

Job applicants and employees with disabilities shall be provided reasonable employment-related accommodations when necessary, unless the accommodation would impose an undue hardship. This policy provides guidelines for employees and job applicants who wish to apply for reasonable accommodations with SEWDB and its subcontractors.

Resources

- U. S. Equal Employment Opportunity Commission, Chapter XIV – Part 1630
- Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act: http://www.eeoc.gov
- Current Missouri State DWD Issuances

Definitions

Disability: means, with respect to an individual,

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such an impairment; or
- Being regarded has having such impairment.
- Refer to §1630.3 for exceptions to this definition.

Essential Functions – In general: The term *essential functions* means the fundamental job duties of the employment position the individual with a disability holds or desires.

The Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- The term “essential functions” does not include the marginal functions of the position.
- Refer to §1630.2 for additional information regarding essential functions.

Major Life Activities: means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Reasonable accommodation: The term *reasonable accommodation* means;

- Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such as qualified applicant desires; or
- Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
- Modifications or adjustments that enable a covered entity’s employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.
- Refer to §1630.2 for additional information regarding “reasonable accommodation”.

Undue hardship: In general. Undue hardship means, with respect to the provision of an accommodation;

- Significant difficulty or expense incurred by a covered entity, when considered in light of the factors set forth in paragraph (p)(2) of this section (§1630.2).
- Refer to §1630.2 for additional information regarding “undue hardship”.

Accommodation Request Procedure for Employees

1. Employees requesting an accommodation will need to complete the Accommodation Request form and submit it, along with medical documentation to support the request, to the WDBSE President/COO, Gretchen Morse.

2. In an effort to determine if the employee is a qualified individual with a disability and to evaluate the request for an accommodation the WDBSE President/COO may:
    - Discuss the requested accommodation with the employee.
    - Discuss the purpose and essential functions of the particular job involved with the supervisor/manager and the employee.
    - Identify/evaluate potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job. While an individual’s preference will be given consideration, SEWDB is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
    - Review undue hardships by considering and discussing with the President/COO.

3. The WDBSE President/COO will provide a decision regarding the employees request for a reasonable accommodation to the employee within 30 days of receiving all necessary documentation/information.

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Accommodation Request Procedure for Job Applicants

1. The job applicant shall inform WDBSE President/COO of the need for an accommodation in writing by using the Accommodation Request Form.
2. The Equal Opportunity Officer is available to discuss the needed accommodation and possible alternatives with the applicant and/or WDBSE President/COO.
3. The WDBSE President/COO will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Funding for Accommodations

Funding for accommodations that do not cause an undue hardship must be agreed to and approved by the President/COO.

Employee Appeal Process

- Employees who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the President/COO within 30 days of the decision for a final decision.
- The Accommodation Request Appeal form may be found under the Equal Opportunity tab on www.job4you.org or by contacting the Workforce Development Board of Southeast Missouri at (573) 334-0990.
- If the employee believes the decision is based on discriminatory reasons, they may file a complaint with the local Equal Opportunity Officer.

Important Contact Information Related to this Policy:

Accommodation Requests and/or Accommodation Appeals should be sent to:

Gretchen Morse
President/COO
1021 Kingsway, Suite1
Cape Girardeau, MO 63701
gmorse@job4you.org
Phone: (573) 334-0990 ext. 301

The Local EO Officer cannot approve or deny accommodation requests or appeals; however, the local EO Officer can assist with seeking resources or with assistance in making the request.

Trence James
State Local Level-EO Representative & Rapid Response Coordinator
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