

LAMPASAS COUNTY PERSONNEL POLICIES

SECTION 1. EMPLOYMENT PRACTICES

1.3 NONDISCRIMINATION AGAINST AND ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

THE COUNTY COMPLIES WITH THE AMERICANS WITH DISABILITIES ACT AND APPLICABLE STATE AND LOCAL LAWS PROVIDING FOR NONDISCRIMINATION IN EMPLOYMENT AGAINST QUALIFIED INDIVIDUALS WITH DISABILITIES. THE COUNTY ALSO PROVIDES REASONABLE ACCOMMODATION FOR SUCH INDIVIDUALS IN ACCORDANCE WITH THESE LAWS. IN THIS CONNECTION, THE COUNTY HAS ESTABLISHED AN ACCOMMODATION ASSESSMENT COMMITTEE (AAC) CONSISTING OF THE COUNTY JUDGE, COUNTY ATTORNEY, HUMAN RESOURCES DIRECTOR AND AFFECTED DEPARTMENT HEAD.

THE COMMITTEE EVALUATES THE REQUESTED ACCOMMODATIONS IN LIGHT OF THE AMERICANS WITH DISABILITIES ACT GUIDELINES, DETERMINES WHETHER SUCH ACCOMMODATION WILL CREATE AN UNDUE HARDSHIP ON THE COUNTY, AND ESTABLISHES A BUDGET FOR ACCOMMODATION.

IT IS THE COUNTY'S POLICY TO:

1. ENSURE THAT INDIVIDUALS WITH DISABILITIES ARE TREATED IN A NONDISCRIMINATORY MANNER IN THE PRE-EMPLOYMENT PROCESS AND EMPLOYEES WITH DISABILITIES ARE TREATED IN A NONDISCRIMINATORY MANNER IN ALL TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.
2. KEEP ALL MEDICAL-RELATED INFORMATION CONFIDENTIAL IN ACCORDANCE WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT AND RETAIN SUCH INFORMATION IN SEPARATE CONFIDENTIAL FILES.
3. PROVIDE APPLICANTS AND EMPLOYEES WITH DISABILITIES WITH REASONABLE ACCOMMODATION, EXCEPT WHERE SUCH AN ACCOMMODATION WOULD CREATE AN UNDUE HARDSHIP ON THE COUNTY.
4. NOTIFY INDIVIDUALS WITH DISABILITIES THAT THE COUNTY PROVIDES REASONABLE ACCOMMODATION TO INDIVIDUALS WITH DISABILITIES, BY INCLUDING THIS POLICY IN THE COUNTY'S EMPLOYEE HANDBOOK,
5. POST THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S POSTER RE: NOT DISCRIMINATING AGAINST INDIVIDUALS WITH DISABILITIES AND OTHER PROJECTED GROUPS CONSPICUOUSLY THROUGHOUT THE COUNTY'S FACILITIES.

PROCEDURES FOR REQUESTING AN ACCOMMODATION

INDIVIDUALS WITH DISABILITIES MAY MAKE REQUESTS FOR REASONABLE ACCOMMODATION TO HUMAN RESOURCES DIRECTOR. ON RECEIPT OF AN ACCOMMODATION REQUEST, THE COUNTY HUMAN RESOURCES DIRECTOR WILL MEET WITH THE INDIVIDUAL DISCUSS AND IDENTIFY THE LIMITATIONS RESULTING FROM THEIR DISABILITY AND THE POTENTIAL ACCOMMODATION THAT THE COUNTY MIGHT MAKE TO HELP OVERCOME THOSE LIMITATIONS.

THE HUMAN RESOURCES DIRECTOR AND, IF NECESSARY, APPROPRIATE MANAGEMENT REPRESENTATIVES IDENTIFIED AS HAVING A NEED TO KNOW, WILL DETERMINE THE FEASIBILITY OF THE REQUESTED ACCOMMODATION, CONSIDERING ALL FACTORS INCLUDING, BUT NOT LIMITED TO, THE NATURE AND COSTS OF THE ACCOMMODATION, THE AVAILABILITY OF TAX CREDITS AND DEDUCTIONS, OUTSIDE FUNDING, THE ACCOMMODATION'S IMPACT ON THE FACILITY, INCLUDING ITS IMPACT ON OTHER EMPLOYEES TO PERFORM THEIR DUTIES AND ON THE FACILITY'S ABILITY TO CONDUCT BUSINESS.

THE HUMAN RESOURCES DIRECTOR WILL INFORM THE EMPLOYEE OF THE DECISION ON THE ACCOMMODATION REQUEST. IF DENIED, THE EMPLOYEES WILL BE ADVISED OF THE RIGHT TO APPEAL THE COUNTY'S DECISION TO THE AAC BY SUBMITTING A WRITTEN STATEMENT TO THE COUNTY JUDGE ALONG WITH THE REASONS FOR THE REQUEST.

5. THE AAC WILL REVIEW ALL APPEALS. AFTER REVIEWING AN APPEAL, THE AAC WILL NOTIFY THE COUNTY JUDGE OF ITS DECISION. THE HUMAN RESOURCES DIRECTOR WILL, IN TURN, NOTIFY THE INDIVIDUAL MAKING THE APPEAL OF THE AAC'S DECISION, WHICH WILL BE FINAL.

REVISED 5-28-13