



BREC ADA POLICY AND PROCEDURES

APPROVED BY COMMISSION
DECEMBER 16, 2020

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Introduction

BREC's ADA Coordinator provides this Policy to help management staff, and individuals with disabilities learn about their responsibilities, rights, and obligations for reasonable accommodation in BREC employment. Departments are required to use the forms and processes provided herein.

This Policy does not constitute a binding contract. It may be updated periodically as statutory, regulatory, or legal developments so warrant. If this Policy conflicts with any legal authorities such as statutes, regulations, or case law, the legal authorities take precedence and should be followed.

Definitions

Unless another meaning is clear from the context within in this Policy, the following terms shall be defined as they appear below:

"Appointing authority" shall mean a person, usually the head of a department, authorized by Charter or ordinance to employ others on behalf of BREC.

"BREC ADA Coordinator" shall mean a management representative within the Superintendent's Office is responsible for ensuring that disability-related employment actions comply with federal, state and local disability laws.

"BREC" shall mean the BREC organization and any or its entire individual employing units.

"Department" shall mean any department, office, or commission of BREC.

"Direct threat" shall mean a significant risk of substantial harm to the health or safety of the individual with the disability or another person that cannot be reduced by reasonable accommodation. The determination of a direct threat must be based on an individualized assessment of the evidence.

"Individual with a Disability" an individual with a physical or mental impairment, with a record of such impairment, or who is regarded as having impairment. Covered impairments are defined by the Americans With Disabilities Act (1990) and must substantially limit one or more major life activities, such as self-care, performing manual tasks, hearing, speaking, breathing, walking, concentrating and working.

"Essential functions of a job" shall mean the fundamental job duties of a position of employment. A job function may be considered essential if:

- The position exists to perform that function;
- A limited number of employees are available among whom the performance of that function can be distributed; or
- Where the function is highly specialized and the position incumbent is hired for his or her ability to perform it.

"Health care professional" shall mean any licensed provider whose services are recognized and accepted under any BREC health care plan.

"Impairment" as defined in the ADA shall mean:

- Any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; and endocrine; or
- Any mental developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- Impairment under federal law is included in the state law definition.

Only for the purpose of qualifying for reasonable accommodation in employment, an impairment must be known or shown through an interactive process to exist in fact and meet the following conditions:

- Under federal law, the impairment does not necessarily need to impact an individual's ability to do his or her job, but must substantially limit a broad range of major life activities such as caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working or substantially limit the operation of major bodily functions such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions; and/or
- Under ADA, the impairment must have a substantially limiting effect upon the individual's ability to perform his or her job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment.

"Modified duty" shall mean temporary changes to usual job functions within the employee's current position, or classification, to perform tasks that are allowable under the medical restrictions stated by a health care professional and agreed to by the employing department.

"Otherwise qualified" shall mean the possession of all the required skill, experience, education, and other job-related requirements for a position of employment.

"Qualified individual with a disability" shall mean an individual with a disability who possesses the required skill, experience, education, and other job-related requirements for a position of employment and who can perform the essential functions of the job with or without reasonable accommodation.

"Reasonable accommodation" shall mean any change or adjustment to a job or work environment that does not create an undue hardship and permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by

employees without disabilities.

"Undue hardship" shall mean that an accommodation presents a substantial difficulty or expense, based on a number of factors including net cost, financial resources of the entity, and the nature of the operation.

Policy

It is the policy of BREC to comply with all applicable federal, state, and local laws prohibiting employment discrimination. No qualified individual with a disability shall be excluded from participating in, or benefiting from, services, programs, activities, or employment on the basis of such disability.

It is the policy of BREC to reasonably accommodate a qualified applicant or employee with a disability, unless that accommodation would impose an undue hardship, or pose a direct threat to the safety or health of the individuals with the disability and others. This policy includes temporary and regular employees of BREC.

Authorization

BREC complies with all applicable federal, state, and local laws prohibiting discrimination in employment, including the Americans with Disabilities Act (ADA).

Examples of Reasonable Accommodations

A reasonable accommodation allows a qualified, individual with a disability to apply for a job, perform the essential functions of a job, and receive equivalent benefits, privileges, conditions, and terms of employment as a non-disabled individual. In order to be accommodated, the disability must be known, or shown through an interactive process, to exist in fact.

BREC will offer a reasonable accommodation to the extent it doesn't present an undue hardship. However, BREC is not required to offer the specific accommodation the employee requests.

The following is a non-exhaustive list of types of accommodations that may be reasonable under particular circumstances, depending on the department's and the individual with disability's needs:

- Provision of aids and equipment (e.g., magnifying computer monitor screens, ergonomic furniture, enlarged type);
- Modification of facilities to make them accessible and useable.
- Modification of work schedules;
- Job restructuring within the current classification, including redistributing marginal functions or altering how or when an essential function is performed;

- Reassignment to a vacant position for which the employee is qualified (transfer or reduction) that better accommodates his or her limitations, and that enables the employee to perform the essential functions of the job but is not a promotion;
- Clarification or modification of training materials or policies;
- Provision of qualified readers or interpreters;
- Use of paid or unpaid leave; and
- Other actions consistent with the law.

Procedures

Reasonable accommodation requires an interactive exchange between BREC and an applicant or employee, in which each seeks and shares information to achieve the best match between the applicant's or employee's capabilities and a position of employment. The process for making reasonable accommodations must be on a case-by-case basis, but in most cases will be consistent with this Policy.

Reasonable Accommodation in the Selection Process

BREC shall not use qualification standards, employment tests, or other selection criteria that screen out an individual with a disability, or a class of individuals with disabilities, on the basis of the disability or disabilities, unless the standard, test, or other selection criteria are job-related and consistent with an identified business need.

Pre-Selection Process

- BREC should identify the essential functions of the job for which it intends to advertise and conduct a selection process.
- Job advertisements, internal and external, must include a statement of BREC's commitment to provide reasonable accommodation in the selection process.

Selection Process

The Pre-Offer Stage

Questions and Examinations that Are Not Allowed:

BREC may not ask any disability-related questions or require medical examinations before an offer of employment is made. A disability-related question is one that is likely to elicit information about a disability. For example, an applicant may not be asked whether they would need a reasonable accommodation to perform the job or the number of days missed due to an illness in a previous job.

A medical examination is prohibited when it is a procedure or test that seeks information about an individual's physical or mental impairments or health or identifies a medical disability. Indicators of whether a test or procedure is medical include:

- (1) whether the test is administered or interpreted by a healthcare professional.
- (2) whether the test is designed or intended to reveal an impairment or the state of the individual's physical or mental health.
- (3) whether it is an invasive test
- (4) whether the test measures physiological responses to a task; and/or
- (5) whether the test is usually given in a medical setting or uses medical equipment.

Questions That Are Allowed

BREC may ask:

- (1) if an applicant can perform the physical requirements or functions of a job.
- (2) how the person handles stress.
- (3) the applicant to describe or demonstrate how he or she would perform the job; and/or
- (4) whether the applicant needs a reasonable accommodation for the hiring process.

If an applicant has an obvious disability that would require an accommodation, voluntarily discloses a hidden disability during the selection process, or requests an accommodation for the selection process, the hiring authority, or a designated selection process team, may ask the applicant:

- about his or her ability to perform the job.
- whether the applicant needs accommodation to perform the job; and
- the type of accommodation that would be required.

Inquiries about the underlying nature of disability are prohibited.

The Offer Stage

At the applicant's request, BREC shall provide a reasonable accommodation as is necessary to provide him or her with an equal opportunity to be considered for the position for which he or she has applied.

BREC shall consult with the applicant to identify potential accommodations. ADA Coordinator and Human Resources staff should discuss and decide on a reasonable accommodation based on the abilities of the individual applicant(s) and not on presumptions or generalizations about what individuals with disabilities can or cannot do.

Applicants must cooperate with BREC to identify accommodations and assess their effectiveness. If the need for accommodation is not obvious, an employer may ask an applicant for reasonable documentation about his or her disability and functional limitations from a healthcare professional.

- BREC shall consider the preference of the applicant in selecting an accommodation but is not required to offer the precise accommodation preferred by the applicant.
- The hiring authority, or a designated selection process team, may be informed of an accommodation made for an applicant, only to the extent that they need to know in order to carry out the process. Other personnel may be informed only if the applicant's disability may require their emergency assistance at any time during the selection process.

The Post-Offer Stage

BREC may condition an offer of employment upon the results of a pre-placement medical examination that is job related and consistent with business necessity, as long as the following is met:

- The offer is a real offer, meaning the employer has evaluated all relevant non-medical information prior to giving the offer.
- All new hires in the same job class are required to undergo such an examination.
- The results of the examination are kept confidential; and
- The examination is not used to exclude individuals with disabilities, unless the examination concludes that the individual is not qualified to perform the particular job.

Reasonable Accommodation in Employment

The obligation to provide reasonable accommodation is ongoing and may arise at any time during an individual's employment with BREC if a disability develops or as his or her existing disability or job changes.

When is a Medical Inquiry Permissible Regarding Employees?

The ADA prohibits BREC from requiring a medical examination or inquiring about an employee's disability, including its nature and severity, unless the inquiry or examination is job-related, and consistent with business necessity.

An examination is job related and consistent with business necessity, when an employer has a reasonable belief, based on objective evidence, that:

- (1) an employee's ability to perform essential job functions has been impaired by a medical condition; or
- (2) an employee will pose a direct threat due to a medical condition.

The inquiry must be no more intrusive than necessary. In most circumstances when BREC has objective evidence of impairment, BREC should ask the employee about his or her

ability to perform the essential functions of the job, and/or may require the employee to submit medical information.

If the medical information submitted by the employee is inadequate, he or she may be asked to submit to a fit-for-duty medical examination that is specifically tailored to assess the employee's ability to perform the essential functions of the job.

If the employee fails to cooperate in providing requested medical information or declines to attend an employer scheduled medical examination, the employee may be disciplined for the underlying performance problems or denied an accommodation for failing to participate in the reasonable accommodation process. The employing unit shall contact the ADA Coordinator for guidance.

Employees may not be asked about medication he or she is taking unless taking or not taking the medications could make the employee a danger to himself or herself, or to others.

Request for a Reasonable Accommodation

BREC has a duty to take steps to reasonably accommodate an employee when BREC is aware of the employee's disability or physical limitations. While it is the employee's responsibility to inform BREC when an accommodation is needed, if BREC has notice of a disability that appears to interfere with an employee's work performance, the duty to accommodate is triggered, and BREC must take steps to reasonably accommodate the employee.

If an employee does not agree that an accommodation is necessary, the Supervisor should contact the ADA Coordinator to discuss the process and the options you may pursue.

Identifying a Reasonable Accommodation

Once BREC is aware of a disability, the ADA Coordinator should be contacted to initiate an interactive process to update the essential functions of the job, the record of an employee's limitations, and the types of accommodations that may be needed.

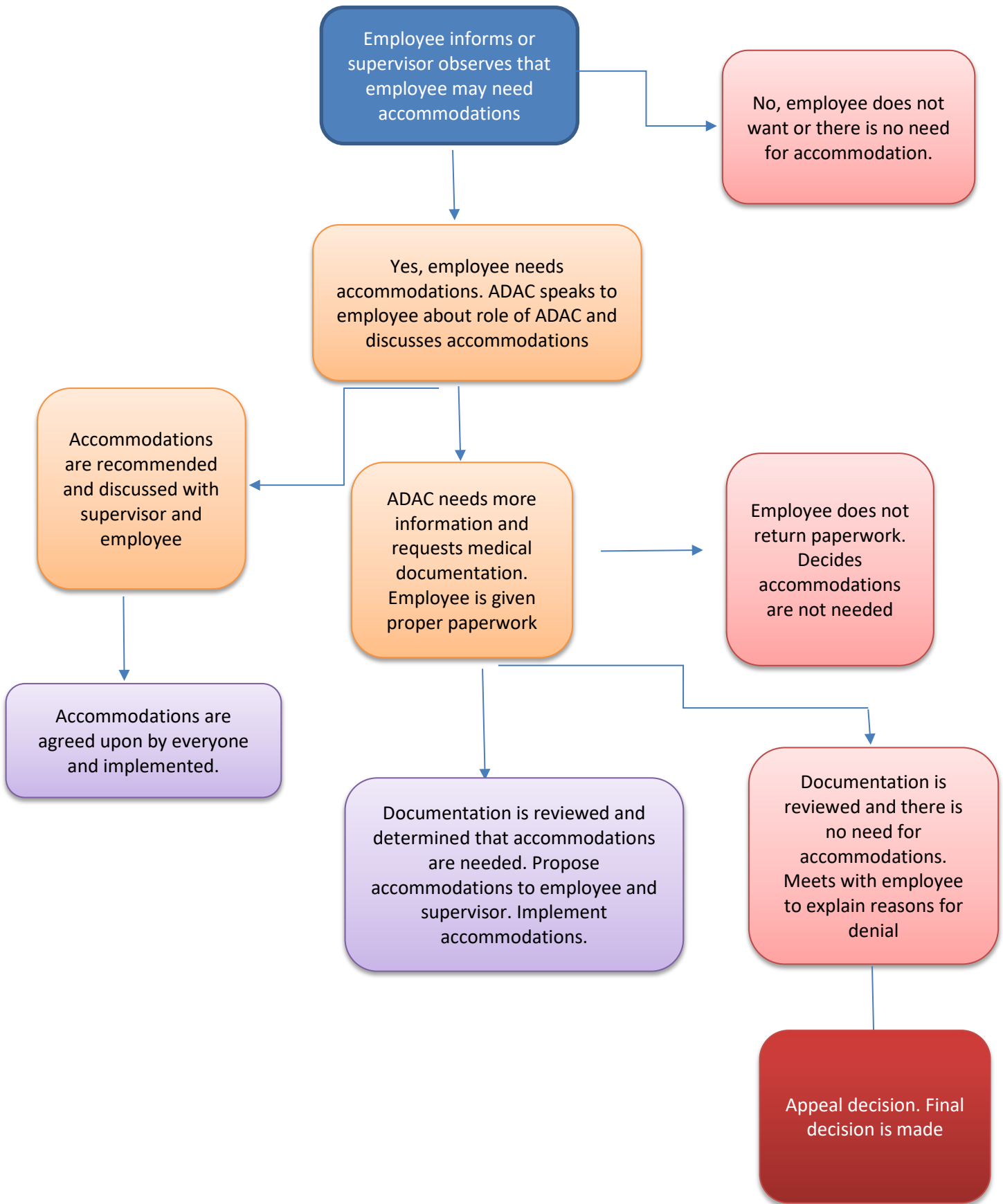
Responding to a reasonable accommodation request from an employee with a disability requires a problem-solving process that may include:

- Analysis of the employee's current job, taking into consideration the job's purpose and essential functions, and physical/cognitive requirements to identify potential accommodations.
- Consultation with the employee about how functional limitations to his or her specific abilities may be overcome with an accommodation. It is not always necessary to have input from an employee's health care provider in order to

engage in an interactive process with an employee.

- Consideration of collective bargaining agreements and/or consultation with the Employee Relations Manager within the Human Resources Department, if applicable, to assess the impact of any change in wages, hours, or other terms and conditions of employment, unless the particular collective bargaining representative has waived this consideration. BREC should obtain the affected employee's written consent to the disclosure of information about his or her disability to the union if it is necessary.
- Reasonable accommodation does not require BREC to reallocate essential functions of the job, hire someone to perform some of the essential functions of the job, assign an employee to a position that is already occupied, or create a new position.

Interactive Process Flowchart



Employee Cooperation in the Accommodation Process

If it is necessary to obtain medical information concerning the employee's limitations, and the employee or his or her medical provider does not provide the information within a reasonable period of time, an employee may forfeit his or her right to an accommodation.

After reasonable attempts to obtain the information, the Supervisor shall contact the ADA Coordinator for advice. The documentation of the employee's failure to provide information must be clear before the duty to accommodate terminates.

Undue Hardship

An employee must be afforded a reasonable accommodation unless it poses an undue hardship on the employing department. Only the appointing authority may determine that a particular accommodation imposes an undue hardship on the employing department.

An undue hardship may arise when the process of accommodating an individual is unreasonably difficult in view of:

- The type of operation(s) of the business unit, including the composition, structure, and functions of the workforce;
- The nature of the employee's work;
- The requirements of other laws and contracts, including collective bargaining agreements;
- The impact of the accommodation on the operation of a facility, including the impact on the ability of other employees to perform their duties, and the impact on the facility's ability to conduct business;
- Financial resources are unavailable to the specific department; and/or
- Other appropriate considerations.

Reasonable Accommodations in an Employee's Job

The employing department should first try to determine through the interactive process whether there are reasonable accommodations that will allow the employee to do his or her job. These possible accommodations include job restructuring, modification of work schedule, readers, interpreters, equipment, machinery, and leaves for treatment.

Any reasonable accommodation that allows the employee to perform the essential functions of his or her job and does not create an undue hardship should be considered. The employer is not required to provide the preferred/requested accommodation of the employee or the recommendation of the employee's doctor.

Leave as a Reasonable Accommodation

Leave may be a reasonable accommodation if it will allow an employee to return to work within a reasonable amount of time, typically up to one year, in order to be able to do the essential functions of his or her job or another BREC position. Employees may file for FMLA at this time.

- The employee may opt to use his or her available vacation balance; personal holidays, compensatory time balance, and/or executive/merit leave balance prior to going on an unpaid leave of absence.
- If an employee's disability qualifies him or her for sick leave usage and/or sick leave transfer, he or she may elect to use sick leave.
- If the employee's disability qualifies for family and medical leave and he or she has not exhausted the 90-day entitlement, he or she may opt to take unpaid family and medical leave.
- If the employee has exhausted his or her sick leave balance and family and medical leave entitlement or does not have a condition that qualifies for sick leave or family and medical leave, the appointing authority may place the employee on an unpaid leave of absence. Typically, this unpaid leave of absence is unconditional. However, certain circumstances may warrant the leave of absence to be conditional. Please consult the ADA Coordinator.

Please Note: Departments have authority to grant a maximum leave of 12 months. The Human Resources Director must approve additional time.

For represented employees, leave of absence provisions in the pertinent collective bargaining agreement apply.

Job Reassignment as a Reasonable Accommodation

BREC may consider reassigning the employee to a vacant job in which the employee meets the minimum qualifications and can perform the essential functions, with or without a reasonable accommodation when:

- There is no reasonable accommodation that will allow the employee to perform the essential functions of his or her current job; or
- Accommodation in the employee's current job would cause an undue hardship to BREC; or
- Reassignment is otherwise reasonable in the circumstances, and
- The employee is able to demonstrate that he or she meets the documented minimum qualifications for the job; and
- The employee can perform the essential functions of the job; and
- The job has a top step equal to or less than the top step of the employee's current job;

and

- The hiring authority may consult with the employee to ensure that he or she meets the minimum qualifications for the job and can perform its essential functions.

However, such consultation does not constitute a competitive selection process. The employee will not be required to compete for reassignment to a vacant job when the reassignment is offered as a reasonable accommodation. The hiring authority must accept the reassignment of the employee as long as the above conditions are met.

- The employee may be required to undergo a qualifications assessment for reassignment to vacant jobs with a top step equal to, or less than, the top step of the employee's current position.
- An employee may compete for vacant positions that have a top step higher than the top step of the employee's current job but does not have the right to be reassigned to a higher paying position.
- Reassignment outside the employee's current employing department must be in accordance with applicable collective bargaining agreements.
- Reassignment to a suitable vacant position is the accommodation of last resort, available only when no other accommodations will work.

Internal Department Search

As soon as it is clear that an employee cannot be accommodated in his or her position, the ADA Coordinator in coordination with Human Resources shall begin looking within the employing department for an equivalent vacant position at or below the employee's current pay. The employee must meet the minimum qualifications and be able to perform the job with or without an accommodation. The internal department search must be documented.

If the employing department has not identified a vacant, equivalent position within a 6-month time frame, it shall expand the search organization wide.

During the time that the employing department is searching for vacant equivalent positions organization wide, it must continue to search within the employing department. This continued search should be documented.

Organization Wide Search

The organization wide job search shall commence as soon as the ADA Coordinator is aware that there are no alternate positions available in the employee's home department. After conducting a search for a period of no longer than six (6) months, the ADA Coordinator shall contact the Human Resources Director for review and

approval. The ADA Coordinator will facilitate an organization wide search for a job reassignment in another employing department.

Appointing authorities are required to make vacant positions available for reassignment to disabled employees as reasonable accommodations.

Upon notification from an employing department of its inability to reassign an employee within the department, the ADA Coordinator will:

- Locate potential vacancies using the organization wide Vacancy Report.
- Request a comprehensive job description, outlining the essential functions of the vacant job, from the supervisor or Human Resources of each department where a potential vacancy is identified;
- Submit Job Analysis to medical providers to review the employee's ability to perform the essential duties of all potential positions;
- Facilitate one or more meetings between the current employing department, the potential employing department, and the affected employee, to identify and agree upon the accommodation(s), if any, that would be necessary for the employee to be able to perform the essential functions of the vacant job; and
- Work with the Supervisor in the potential employing department, to document an assessment of the impact of the accommodation(s) identified.
- Work with the Supervisor in the potential employing department to identify the qualification assessment and the skills assessment processes the affected employee will be required to undergo.

If the ADA Coordinator conducting the search is unable to locate a vacant position appropriate for reassignment after conducting a department wide and an organization wide search for twelve (12) months, the ADA Coordinator must document search efforts and consult with the BREC Chief Legal Officer about the next steps.

In order for a department to terminate an employee after an unsuccessful agency wide search, it must have the concurrence of the Human Resources Director and the Department Head.

If the employee with a disability declines to accept a job reassignment as a reasonable accommodation, the department that has the vacancy can proceed to hold a regular selection process.

After a job offer has been made and declined and BREC's Chief Legal Officer concurs, the employing department will have no further obligation to accommodate the employee and will notify the employee of his or her impending separation from BREC employment.

Employee's Status While Job Search Continues

While the search for an appropriate job reassignment is underway, it may be appropriate for the employing department to place the employee in a modified duty assignment, if one is available, or to place the employee on leave.

The department is not required to create a permanent or temporary job assignment as part of an accommodation.

Inability to Identify a Reasonable Accommodation

If BREC is unable to reasonably accommodate an employee with a disability within the employee's current department or in another department, the ADA Coordinator will inform the employee.

The employee may be offered an opportunity to discuss with the employing department's appointing authority, or a designated management representative, the reasons BREC is unable to provide a reasonable accommodation. The ADA Coordinator should consult with BREC's Chief Legal Officer before terminating an employee because his or her disability cannot be accommodated.

The employee's current employing department shall be responsible for giving the employee all of the necessary information related to BREC's Employment Process and ensuring that he or she understands how to apply for positions.

Additionally, it is the employee's responsibility to search the Web and apply for positions for which he or she is interested in or qualified for. This responsibility exists until the employee is no longer employed by BREC.

Accommodation of Employees with Temporary Disabilities

An employee who is medically restricted from performing the essential functions of his or her job because of a temporary disability shall be eligible for consideration for an accommodation.

Employees whose work-related illness or injury is accommodated by a temporary alternate assignment to a job with a lower top step than his or her regular job shall not have his or her pay rate reduced based on Worker's Compensation requirements.

If the disability is not covered by Workers' Compensation, an employee's pay rate and status will not be affected if the employee is temporarily reassigned to a lower paying position for 60 days or less. After 60 days, the employee's salary should be reduced, commensurate with the body of work he or she is performing.

The obligation to accommodate a temporarily disabled employee is limited to the period of documented disability and will end when:

- The temporary disability is considered to have become permanent and will be accommodated under the general accommodation process; or

- The employee and his or her employing department, consistent with medical advice, mutually agree to terminate the temporary status.

Appeal of Accommodation Decision

Any employee who has been denied an accommodation may within ten (10) calendar days following receipt of the decision, first appeal in writing to the Chief Legal Officer. The Chief Legal Officer will establish a committee to review the facts and submit appropriate recommendations. The Chief Legal Officer will furnish the appellant a written decision on the committee's findings within ten (10) calendar days following the appeal.

The written notice of appeal must contain:

1. A statement of the reasons why the complainant is dissatisfied with the written decision.
2. New information that was not provided previously which may alter the Written Decision.
3. The document must be signed by the complainant.

The decision of the committee is final.

Confidentiality of Medical Information

All information regarding the medical condition or medical history of an applicant or employee is confidential. Medical records and files must be maintained separate from other employee records.

Supervisors and managers may need to be informed of restrictions related to an employee's work duties and assignments, but only to the extent necessary.

Confidential medical information may be disclosed to:

- Department personnel who need to know of an employee's condition in order to render aid or secure treatment in the event of an emergency; and
- Government officials investigating compliance with employment and non-discrimination laws.

BREC may not disclose to other employees whether it is providing a reasonable accommodation to a particular individual. Management may assert its authority to act for legitimate business reasons or in compliance with federal, state, and local laws and regulations.

Direct Threat

An employer may exclude someone from a job if that person's disability would pose a direct threat to the health or safety of the employee or others.

The employer must show that the person poses a significant risk of substantial harm

to himself, herself, and/or to others, and that no reasonable accommodation, including but not limited to reassignment, would reduce the risk of harm below an acceptable level.

If it is not possible to reduce the risk of harm below an acceptable level, the appointing authority may refuse to hire, or may separate, the individual.

Departments should contact the ADA Coordinator before terminating, or refusing to hire, an individual because of a direct threat. There must be an individualized assessment of a direct threat that includes:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood of the potential harm occurring; and
- The imminence of the potential harm.

Duties and Responsibilities

The following provides suggestions for categories of duties important to management and to the employee requesting a reasonable accommodation.

Management

- Be aware of employees' rights and responsibilities under applicable federal, state and local disability legislation and regulations.
- Notify the ADA Coordinator when an employee has made an accommodation request.
- Identify essential job functions and ensure that all job descriptions accurately reflect the work performed, and that any physical, mental, and sensory qualifications are job-related.
- In conjunction with the ADA Coordinator, assess what reasonable accommodations could be offered to an employee in his or her current job.
- Participate in an interactive discussion with the employee about options for reasonable accommodation and maintain open communication with the employee and others involved in the reasonable accommodation process.
- Coordinate the design and implementation of reasonable accommodations with the assistance of the ADA Coordinator, the Risk Management Department and, if applicable, the Risk Manager assigned to the employee's Workers' Compensation claim.
- When appropriate, make an *effort* to identify vacant positions within the employing

department that meet the reasonable accommodation requirements and cooperate in efforts to place employees in appropriate vacant positions as a reasonable accommodation.

ADA Liaison

- Directors will make a recommendation of an individual within their department to serve on the ADA committee to act as a liaison from the department with the ADA Coordinator.
- ADA Liaisons will be a representative for their department and refer all cases to the ADA Coordinator.

ADA Coordinator

- Assist in the administration of appropriate processes and procedures to ensure compliance with federal, state and local disability laws.
- Assist departments to develop and implement reasonable accommodations and provide advice and guidance to resolve issues during the reasonable accommodation process.
- Coordinate the organization wide search for reassignment when that has been identified as a reasonable accommodation.

Employees Seeking Accommodation

- Inform the supervisor, management representative, Chief Legal Officer/Employee Relations Manager or ADA Coordinator of the need for accommodation.
- Provide necessary and applicable documentation, including medical documentation, about the nature of the disability, functional limitations, and accommodation desired.
- Cooperate with management in the reasonable accommodation process.

Provide a current resume, upon request, for purposes of evaluating qualifications for possible placement in an alternate work assignment.

- Work within any restrictions recommended by health care professionals and approved by the employing department.
- Notify the ADA Coordinator of any changes in physical or mental limitations imposed by a health care professional.



BREC Request for ADA Reasonable Accommodation

All requests for ADA Reasonable Accommodations to the physical and/or mental limitation of an applicant/employee with a disability are carefully considered and decisions are made in compliance with all applicable laws and regulations. In order for BREC to process a reasonable accommodations request, applicants/employees may need to submit medical documentation. The ADA Coordinator will advise you if medical documentation is needed. Medical documentation will be kept confidential.

Applicant/Employee: Please complete all areas that are applicable

Name

Job Title

Phone Number

Employee No.

Department

Supervisor's Name

Date Employed

Supervisor's Phone No.

Applicant: Title and job Order Number of Position(s) for which you are applying

Employee:

Specific limitations in performing your current job

Applicant and Employee: Accommodation(s) Requested

Applicant/Employee Signature:

Date of Request

Physician's Name (Optional)

Physician's Phone No. (Optional)



ADA Determination Questionnaire

Name

Today's Date

Location

Definitions

Physical Impairment: any physiological disorder, condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine.

Mental Impairment: any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Major Life Activities: activities that an average person can perform with little or no difficulty. Examples: working, seeing, hearing, breathing, walking, speaking, etc.

"Substantially Limits" the effect which an impairment has on the individual's life activities. The individual must be unable to perform, or significantly limited in the ability to perform, a major life activity. Things to consider are the nature and severity of the impairment, how long it will last or is expected to last, and its permanent or long-term impact or expected impact.

Practitioner completing this form

Name:

Signature:

Mailing Address

Telephone

FAX

Please indicate the nature of your practice:

- Medical doctor
- Medical doctor, specialist in
 - Psychiatrist
 - Psychologist, PhD level
 - Social worker, MSW level or higher
 - Licensed Professional Counselor (LPC)
 - Chiropractor
 - Other (please specify):

1. Is the named employee a person who has a physical or mental impairment that substantially limits one or more major life activity?

Yes No

1a. If yes, please explain which life activity(ies) the impairment substantially limits and how life activity(ies) is substantially impaired.

1b. If yes, what is the duration of the impairment? Temporary Long Term Please explain:

2. How long have you been treating this individual for this impairment?

3. is the impairment currently expected to be: Permanent Temporary

3a. If temporary, please state the anticipated remaining duration. If you are not able to answer, please explain.

Please indicate whether the individual's impairment substantially restricts the individual's ability to do each of the following, compared to an average person in the general population.

Activity	Substantial Restriction?		If yes, describe the restriction
	Yes	No	
Speak	Yes	No	
Breathe	Yes	No	
Perform manual tasks	Yes	No	
See	Yes	No	
Hear	Yes	No	
Learn	Yes	No	
Care for oneself	Yes	No	
Sleep	Yes	No	
Sit	Yes	No	
Stand	Yes	No	
Lift	Yes	No	
Read	Yes	No	
Think	Yes	No	
Concentrate	Yes	No	
Interact with others	Yes	No	
Tolerate ordinary office noise	Yes	No	
Tolerate ordinary office light	Yes	No	
Tolerate ordinary office temperatures	Yes	No	
Tolerate local weather conditions day or night	Yes	No	
Other restricted activities (specify)			Describe restrictions