

Title:	Reasonable Accommodation for Individuals with Disabilities	
Purpose:	To establish a policy for the provision of reasonable accommodations for the qualified disabled.	
Issued by:	Administration-Equal Opportunity Office	Date: February 15, 2005
References:	Americans with Disabilities Act, Title I; Technical Assistance Manual for the Americans with Disabilities Act (ADA), Chapter III; Hawaii Revised Statutes (HRS) Chapter 378 Employment Practices	

POLICY

It is the policy of the City and County of Honolulu (City) to fully comply with the reasonable accommodation requirements of applicable federal, state and local laws. Under the law, the City must provide reasonable accommodation for qualified persons with disabilities who are employees or applicants for employment. The City is committed to providing reasonable accommodations as required to ensure that individuals with disabilities enjoy full access to equal employment opportunity.

The City will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause an undue hardship to the City or a direct threat to the health and safety of the individual or others.

Evaluation of requests for accommodation will be conducted in compliance with currently applicable federal, state and local laws, rules and regulations. Qualified individuals with a disability may request reasonable accommodation to:

- allow the individual to complete the application and/or pre-hire screening processes;
- enable the individual to perform the essential functions of the job and/or to gain access to the workplace; and/or
- enjoy equal benefits and/or privileges of employment.

Requests for accommodation may be made verbally or in writing. If made verbally, the individual will be asked to provide a written confirmation of the request on the Disability Accommodation Request form attached. Alternative written documentation of a request for reasonable accommodation may also be submitted. If the individual is unable to provide a written request, assistance will be provided, to ensure documentation of the requested accommodation.

Initial processing of requests for reasonable accommodation should be conducted by the departmental EEO Coordinator or management official responsible for making the decision about the requested accommodation. If the request is denied or the requestor is dissatisfied with the determination made pursuant to a request for reasonable accommodation, the individual will attempt to resolve the matter utilizing the internal complaint procedure within the applicable department.

The City's Equal Opportunity Officer is authorized to receive and investigate complaints of discrimination and/or failure to make a required reasonable accommodation.

CITY AND COUNTY OF HONOLULU
DISABILITY ACCOMMODATION REQUEST

1. Name: _____ Telephone No. _____
Address or other contact information: _____
Job Title/Department/Location (if applicable): _____
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2. Accommodation requested for:

- Completing job application
 Testing/examination
 Job modification
 Accessibility to job or job benefits
 Other: _____
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3. Accommodation Requested. *(Be as specific as possible about the nature of the accommodation requested, i.e. adaptive equipment, interpreter, reader, etc.)*
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4. Reason for Request. *(Describe limitations caused by your disability for which you are requesting accommodation. Medical documentation may be requested, if necessary to complete evaluation of the requested accommodation.) Note: If accommodation is time sensitive, please explain.*
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5. Signature: _____ Date: _____

Submit form to person responsible for making the decision about this request or to the departmental EEO Coordinator.