

**AP 3430 PROCEDURE FOR EMPLOYEE REQUEST FOR DISABILITY  
BASED ACCOMMODATION(S)**

The District is obligated to engage in an interactive process with an employee who makes a request for a disability based job accommodation.

1. An employee who believes that (s)he has a disability and requires a workplace accommodation under Federal or State law, should contact the Director – Human Resources at extension 2434 and should also inform his/her supervisor.
2. The employee must have medical verification of his/her disability before the request for an accommodation can be evaluated. The employee may also be required to undergo a medical evaluation paid for by the District.
3. The employee, the supervisor, and the Director – Human Resources are required to make a good faith effort to engage in the interactive process. The goal of this process is to identify and implement a reasonable accommodation(s) which will enable the employee to perform the essential functions of his/her position.
4. The steps of the interactive process include: identification of the essential functions of the position; identification of the precise limitations relative to these functions; identification of every possible accommodation and how each would enable the employee to successfully perform the position, with specific consideration given to the employee's stated preference. The District has the ultimate discretion to select the appropriate accommodation(s).
5. If the District is unable to identify a reasonable accommodation(s), we need to assess whether the employee is eligible for a disability retirement through CalPERS or CalSTRS. In order to do so, the employee will be required to sign an authorization allowing CalPERS or CalSTRS to review confidential medical information.
6. If the request for accommodation is denied or the employee believes the accommodation recommended by the District is inadequate, he/she may appeal to the District ADA Coordinator, Vice President Human Resources and Legal Affairs, extension 4734. Note: Nothing in these procedures prevents the employee from seeking a workplace ergonomic evaluation or requesting work equipment designed to avoid or reduce workplace injuries. These routine requests shall not constitute a request for accommodation based on disability. If an employee needs an ergonomic evaluation or assessment of a work station, please contact the Administrative Services, District Risk Manager, at extension 2266.