

Sacramento Suburban Water District

Reasonable Accommodation and Interactive Process Policy

Adopted: April 21, 2014

Approved with changes on: February 28, 2022

100.00 Purpose of the Policy

The purpose of this policy is to confirm the District's commitment to comply with state and federal laws to ensure equal employment opportunities for qualified individuals with a physical and/or mental disability by providing reasonable accommodation(s).

200.00 Policy

The District will provide reasonable accommodation(s) for individuals with a physical and/or mental disability to apply for employment and to perform the essential functions of their job. Reasonable accommodations include, but are not limited to, the following:

- Changing job duties
- Providing leave for medical care
- Changing work schedules
- Relocating the work area
- Providing mechanical and/or electrical aids

The District will initiate an interactive process when an individual with a known disability requests a reasonable accommodation, or when the District becomes aware of the need for reasonable accommodation through a third party, by observation, or because an individual has a disability and has exhausted leave benefits that would otherwise have been sufficient to provide the necessary accommodation.

An individual who wishes to request reasonable accommodation should initiate an interactive process by first contacting the District's Human Resources Administrator. The District will engage with the individual to identify possible reasonable accommodation(s). Both the District and the individual must actively participate in an interactive process in good faith. If the individual declines to participate in the interactive process and demonstrate good faith effort, the District is under no obligation to continue it.

Whether the individual or District initiates the interactive process, the following is a non-exclusive list of management considerations:

- Review the essential functions of the job.
- Determine how the disability limits the employee's ability to perform the essential functions.
- Identify reasonable accommodation options that overcome limitations.
- Select the most appropriate reasonable accommodation(s), if any exist.

The interactive process will be deemed complete when one of the following occurs: the District and the individual agree on and implement a reasonable accommodation(s); the District determines there is no reasonable accommodation that would permit the individual to perform the essential functions of the job; the individual declines to engage in the interactive process; the District determines that the individual is not engaging in the interactive process in good faith; or the accommodation would place an undue hardship on the District.

300.00 Policy Review

This Policy shall be reviewed at least biennially.