

# Americans with Disabilities Act

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## Human Resources Policy- #101

### **Policy:**

Davidson County is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary as long as it does not create an undue hardship for the County. Davidson County will not tolerate any form of discrimination against our employees or qualified job applicants based on disability.

All requests for reasonable accommodations must be approved by the Human Resources Director and County Manager.

### **Scope:**

This policy applies to all employees and prospective employees.

### **Procedure:**

1. In general, it is the employee's responsibility to notify their immediate supervisor of the need for an accommodation under the Americans with Disabilities Act.
2. Upon receiving a request for an accommodation, the immediate supervisor must notify the Department Director. Then the Department Director must notify the Human Resources Director.
3. The Human Resources Director will initiate the Interactive Process in which the employee will be asked for their input regarding possible accommodations, or functional limitations caused by the disability. To help this process, the employee will be asked to complete the "Reasonable Accommodation Request Form".
4. The employee's healthcare provider will need to complete the "Medical Inquiry Form in Response to an Accommodation Request" in order to obtain additional

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information from an attending healthcare provider, other medical or rehabilitation professional. This form must be returned to Human Resources.

- 5. Once Human Resources receives all of the related ADA paperwork, the employee and the employee’s supervisor will be asked to meet with Representatives from Human Resources in order to determine the level of accommodation or if an accommodation can be provided.
- 6. The employee, employee’s supervisor and Human Resources Representatives will recommend the accommodation to the Human Resources Director for approval. Then the Human Resources Director will submit to the County Manager for Approval.

## Document Change Record

| Revision  | Description |
|-----------|-------------|
| 8-15-2023 | New Policy  |
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