

Procedure: Nondiscrimination and Affirmative Action

Requesting Accommodation

If an applicant has a disability and needs reasonable accommodation in the application process, he or she should let the hiring official and/or Human Resources Department know as soon as possible. If an employee has a disability and needs reasonable accommodation to perform the essential functions of his or her job, he or she should let his or her supervisor or the Human Resources Department know as soon as possible. Applicants/employees who request accommodation must follow applicable procedures established by the ESD.

Response to Request for Accommodation

The ESD will develop procedures to implement this policy, and engage in an interactive process with the qualified applicant/employee to identify and implement necessary reasonable accommodations.

So long as the applicant/employee is otherwise qualified for and able to perform the essential functions of the job with or without reasonable accommodation, the ESD shall make those reasonable accommodations that are necessary for the applicant/employee to perform the essential functions of the job, **provided** such accommodation can be made without undue hardship on the ESD.

If an employee becomes unable to perform the essential functions of his or her job, even with reasonable accommodation, the ESD shall provide the employee with assistance in identifying and applying for other jobs with the ESD that may become available and for which he or she may be qualified.