



## ADA RRFA GUIDELINES FOR REASONABLE ACCOMMODATION ON EMPLOYMENT PRACTICES

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Renton Regional Fire Authority (RRFA) is committed to the fair and equal employment of qualified individuals with a disability. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the RRFA to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to the ability of the qualified individual with a disability to perform the essential functions of a job, competing for a job, or to enjoy equal employment services. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Reasonable accommodation applies to three aspects of employment:

1. To assure equal opportunity in the employment process;
2. To enable a qualified individual with a disability to perform the essential functions of a job; and
3. To enable an employee with a disability to enjoy equal benefits and privileges of employment.

To determine if the disability is a “qualified disability” in accordance with the ADA:

An individual with a disability is a person who:

1. Has a physical or mental impairment that substantially limits one or more major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

EEOC (Equal Employment Opportunity Commission) Guidelines with respect to ADA specifically state that an employer may require a medical examination to determine a “qualified disability” when the examination is job-related and consistent with business necessity. The Guidelines also state that a medical examination may be required if an employee requests an accommodation on the basis of disability to determine if the employee has a “qualified disability,” is entitled to an accommodation, and to help identify an effective accommodation.

### **Procedure - Current Employees**

1. Renton Regional Fire Authority will inform all employees that this accommodation policy can be made available in accessible formats.



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2. The employee shall inform their supervisor or Human resources of the need for an accommodation.
3. Human Resources may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
4. Determine if the employee is a "qualified individual with a disability" (i.e., an individual with a disability who, with or without reasonable modification to rules, policies, or practices, or the removal of architectural barriers, meets the essential eligibility requirements of the position).
5. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
  - a. Determine if the individual can perform the essential functions of the position with or without accommodation. The employer may require a medical examination to make this determination.
  - b. Discuss the purpose and essential functions of the particular job involved and the precise job-related limitation. Completion of a step-by-step job analysis may be necessary.
  - c. Determine if the employee is "otherwise qualified" for the position.
  - d. Discuss with the employee the employee's specific physical abilities and/or limitations as they relate to essential job functions.
  - e. Identify barriers to performance.
  - f. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
  - g. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the RRFA is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
6. Human Resources will work with the employee to obtain technical assistance, as needed, and provide a decision to the employee within a reasonable amount of time.
7. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and Human Resources, Chief Administrative Officer, and the ADA Coordinator shall work together to determine whether reassignment may be an appropriate accommodation.

### **Procedure - Job applicants**

1. Human Resources will determine if the individual can perform the essential functions of the position with or without accommodation. RRFA may require a medical examination to make this



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determination. Human Resources will determine if the employee is “otherwise qualified” for the position.

2. Determine if the potential employee is a “qualified individual with a disability” (i.e., an individual with a disability who, with or without reasonable modification to rules, policies, or practices, or the removal of architectural barriers, meets the essential eligibility requirements of the position).
3. Human Resources will discuss with the employee the employee’s specific physical abilities and/or limitations as they relate to essential job functions.
4. Identify barriers to performance:

The job applicant shall inform the ADA Coordinator of the need for an accommodation. The ADA Coordinator will discuss the needed accommodation and possible alternatives with the applicant.

5. The ADA Coordinator, along with the Chief Administrative Officer and Human Resources, will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

The requirement for a medical examination may be made by the Chief Administrative Officer, with the concurrence of the ADA Coordinator, Human Resources, and the Fire Chief.