

**Rockdale County Board of Commissioners**  
**ADA Employee Internal Accommodation Policy and Procedure**

Rockdale County Board of Commissioners is an equal opportunity employer. Qualified individuals with disabilities are welcome as employees at Georgia State. In order to provide equal access and opportunities to individuals with disabilities, reasonable accommodations may be needed. This document is designed to provide information on the process of obtaining reasonable accommodations for new and existing Rockdale County BOC employees, including staff and faculty.

The Americans with Disabilities Act (ADA) prohibits discrimination in the workplace on the basis of disability and requires that employers provide reasonable accommodations to qualified individuals with disabilities. A reasonable accommodation refers to a change in the job or environment that allows a qualified employee with a disability to perform the essential functions of his or her job. Some examples of accommodations include:

- Restructuring a job
- Modifying work schedules
- Providing interpreters
- Redesigning work areas and equipment or acquiring new equipment
- Ensuring facility accessibility to those with physical disabilities

Accommodations are made on a case by case basis, taking into account the type and severity of the disability and the specific job requirements involved. The BOC works with eligible employees to identify the most appropriate accommodation in a given situation. An accommodation need not be the most expensive or ideal accommodation, or the specific accommodation requested by the employee so long as it is effective. In addition, employers are not required to provide accommodations that are primarily for personal use. The BOC will work with eligible persons who prefer to provide their own accommodation to ensure compatibility with the County Departments.

**Accommodation Process**

**1. Request for Accommodation**

If you require accommodations to perform your job duties properly and safely, you should advise your supervisor of your need and submit a completed Accommodation Request Form to the Risk Management Administrator in TM. Upon receipt of a completed Accommodation Request Form, TM will contact your immediate supervisor and ask that he or she complete Job Analysis and Essential Function Analysis Forms within five (5) working days. Upon receipt of this completed documentation from your supervisor, will provide you with an ADA Medical Certification Form for completion and signature by your health care provider. You must then submit the completed and signed ADA Medical Certification Form to the Risk Management Administrator in TM in a timely manner. All paperwork will be placed on file in TM. The Risk Management Administrator and Deputy Director of TM will then review all submitted documentation and determine whether the employee has a disability eligible for accommodations under the ADA. The Director of TM and the Risk Management Administrator will consult with the County Attorney as necessary.

**2. Notice to Employee**

A. Notice of Determination - Employees eligible for accommodation under the ADA will be directed to schedule a meeting with Risk Management Administrator to discuss accommodation alternatives. Employees not eligible for accommodation under the ADA will receive a written notice of this determination.

B. Notice of Insufficient Documentation - If an employee does not provide the required medical documentation in a timely manner, Talent Management ("TM") will mail the employee a reminder explaining that no accommodation can be provided until the required medical documentation has been submitted. The employee's immediate supervisor will be copied on this letter. If the employee does not respond to this notice in a timely manner by submitting the required medical documentation, TM will mail a second letter to the employee, copying his/her immediate supervisor, giving notice that accommodation cannot be provided due to insufficient documentation. If medical documentation is not submitted by the employee within six (6) months from the date of this second notice, then all information previously submitted will be placed in an inactive file and maintained according to the County's record retention guidelines.

3. **Meeting to Discuss Accommodations**

Once a determination is made that an employee has a disability eligible for accommodation under the ADA, the employee schedules a meeting with the Risk Management Administrator. TM will provide the employee with information regarding Disability Services' role in supporting employees with disabilities (e.g. reviewing documentation, determining eligibility and reasonable accommodations, and follow-up discussions with supervisors and employees as necessary, etc.). Possible accommodations will be identified during the meeting and the effectiveness of each accommodation will be discussed and assessed as needed. A visit to the employee's worksite by the Risk Management Administrator to determine an appropriate accommodation may be required. The preferences of the employee with the disability will be taken into consideration and reasonable accommodation will be selected that meet the needs of both employee and employer.

4. **Accommodation Agreement**

Once accommodations have been identified and agreed upon by the employee and employer, these accommodations will be documented in an Accommodation Agreement prepared by TM and signed by the employee and his or her supervisor.

5. **Accommodation Implementation**

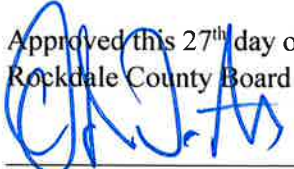
After an Accommodation Agreement has been signed, the accommodation will be implemented as soon as reasonably possible. Risk Management will follow up with the employee and supervisor to confirm that the accommodation is effective. The employee should contact their supervisor and TM for any further accommodation needs relating to the disability for which the employee has been determined eligible for ADA accommodation.

6. **Appeals**

If the employee disagrees with the accommodation selected or has been denied an accommodation to which the employee believes he/she is entitled under the ADA or Section 504 of the Rehabilitation Act, the employee may appeal the decision to the Director of TM within twenty (20) working days of the date of the decision.

**Policy Changes**

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Approved this 27<sup>th</sup> day of March 2018  
Rockdale County Board of Commissioners  
  
Osborn Nesbitt, Sr., Chairman

ATTEST:

  
Jennifer O. Rutledge, County Clerk