

## Wood County Board of Developmental Disabilities

### POLICY

**Policy #:** 01-ALL-ALL-0073  
**Effective Date:** 07-01-93  
**Person Responsible:** Human Resources Coordinator

**Subject:** Reasonable Accommodation  
**Last Revision:** 10-14-14

**Approvals/Date:**  
Brent Olson 12/11/17 Date  
Superintendent, WCBDD  
John A. [Signature] 12/11/17 Date  
Board President, WCBDD

It is Wood County Board of DD's (WCBDD) policy to fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973. The WCBDD is also dedicated to improving the recruitment, promotion, and retention of qualified persons with disabilities by providing the information and resources necessary to support them and to accomplish the agency's mission.

The WCBDD shall provide reasonable accommodation to qualified employees or employment applicants with disabilities, which include having a physical or mental impairment that substantially limits one or more major life activities and or bodily functions, has a record of such impairment, or is regarded as having such impairment, unless to do so would cause undue hardship.

The WCBDD will consider reasonable accommodation when:

1. An employment applicant with a disability needs an accommodation to be considered for a job;
2. An employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace; and
3. An employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.

The WCBDD will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner. See 02-ALL-ALL-0856 and 03-ALL-ALL-0943 for the process on seeking reasonable accommodation. See 02-ALL-ALL-0493 (HR) Complaint of Discrimination on the Basis of Disability regarding filing a complaint.

References: Rehabilitation Act of 1973

Policy: 01-ALL-ALL-0076

Procedures: 02-ALL-ALL-0493 (HR)  
02-ALL-ALL-0856 (HR)

Form: 03-ALL-ALL-0943

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