

All ADA questions and issues are reported to Human Resources (HR). After discussion and evaluation with the party bringing the request, HR will do one of two things, depending on the question.

With regard to accommodations on facilities and structures, HR will contact and refer the party to the Development Services Department. HR may continue to be a party to these discussions based on the question brought forward.

With regard to accommodations in employment or testing, HR will discuss the issue with the applicant or employee to better assist with the requested accommodation. Some discussion questions –

Is the accommodation requested available?

Is the accommodation reasonable?

Will the accommodation allow the applicant to complete the pre-employment process?

Will the accommodation continue to allow the employee to complete the essential functions of the job?

When these and perhaps other questions and answers are discussed, the HR department, along with the working department affected, will determine whether or not the accommodation can be made or granted. It is anticipated that requests will be handled immediately if possible or responded to within a thirty (30) day period.



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