

Policy No. 602: Applicants/Employees with Disabilities -
Non-Discrimination and Access

- A. In addition to the City of Springdale's commitment to prohibit discriminatory or harassing conduct in the workplace, the City also complies with the Employment Provisions of Title I of the Americans with Disabilities Act (ADA), as well as those provisions in Title V of the Act that are related to employment issues. For the purposes of this Policy, the City Administrator is the designated Title I ADA Coordinator for all questions, comments or complaints regarding access of qualified individuals with disabilities to the application process or employment, or alleged discrimination in employment, based upon a qualified applicant's or employee's disabling condition.
- B. Any applicant or employee who feels he or she has been illegally discriminated against due to a disabling condition and wishes to make a complaint, or who has questions, comments or a complaint regarding access to the application process or employment opportunities due to his or her disability, should contact their Department Director, the Assistant City Administrator, or the City Administrator.
- C. Any employee who believes that he or she has been a victim of discriminatory or harassing conduct in the workplace, based upon a disability, has responsibilities and remedies available to him or her as outlined in Policy No. 601: Equal Employment Opportunity, Non-Discrimination and Prohibition Against Harassment, Sections A. and B.
- D. The City of Springdale is committed to making efforts to reasonably accommodate qualified applicants and employees with disabilities to enable them to most efficiently and safely perform the essential functions required by their job, to enable employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by all other employees, and to ensure access to workplace facilities.
- E. Efforts to reasonably accommodate qualified employees with disabilities may include:
1. Job restructuring, including modifying the work schedule or duties of the position held if possible;

- 2. Acquiring or modifying equipment or devices;
- 3. Adjusting or modifying training materials or policies;
- 4. Job reassignment to a vacant position in which the employee with a disability is able to perform the essential functions of the job;
- 5. Taking actions to permit access to non-work areas used by employees such as break rooms, meeting rooms, restrooms, etc.

F. Employees with disabilities have a responsibility to inform their supervisor or Department Director regarding their requests/recommendations to improve access or make reasonable accommodations as it pertains to their employment. The responsible supervisor or Department Director shall promptly communicate such requests/recommendations through the chain of command to the City Administrator.

The appropriate responsibility and authority to administer this Policy is hereby conferred on the City Administrator and Department Directors.

Approved:

Date

City Administrator

Date

Mayor