

**SPOKANE REGIONAL TRANSPORTATION COUNCIL  
REASONABLE ACCOMMODATION/AMERICANS WITH DISABILITIES ACT**

**1. GENERAL**

1.1 The employment provisions of the Americans With Disabilities Act of 1990 take effect in local governments on January 26, 1992. One of the provisions of the act requires that reasonable accommodation be extended to a qualified individual with a disability if the individual can perform the essential functions of the position held or desired with or without reasonable accommodation. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. There are three categories of reasonable accommodation. These are (1) accommodations that are required to ensure equal opportunity in the application process; (2) accommodations that enable the applicants/employees with disability to perform the essential functions of the position desired or held; and (3) accommodations that enable the applicants/employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

1.2 This bulletin is divided into the following sections:

SECTION 1 - GENERAL

SECTION 2 - STATEMENT OF POLICY

SECTION 3 - REASONABLE ACCOMMODATIONS PROVIDED

SECTION 4 - RESPONSIBILITIES

**2. STATEMENT OF POLICY**

2.1 It is the policy of the Spokane Regional Transportation Council to employ, promote, and to train qualified individuals without discriminating against them on the basis of a covered physical or mental disability. It is also the policy of the Spokane Regional Transportation Council to provide reasonable accommodation to all qualified individuals with disabilities who can perform the essential functions of the positions held or desired.

**3. REASONABLE ACCOMMODATIONS PROVIDED**

3.1 Reasonable accommodations may include, but are not limited to, the following:

A. Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities.

B. Restructuring of job assignments.

C. Reallocating peripheral job functions.

- D. Establishing part-time positions and/or modifying work schedules.
- E. Reassigning an employee to a vacant position which the employee is qualified to perform.
- F. Providing equipment and assistive devices where needed.
- G. Providing qualified readers and/or interpreters.
- H. Providing communication systems for the sensory impaired.

Each case will be judged on its own merits; what may be reasonable in one case may be an undue hardship in another. Attached are guidelines to follow to ascertain whether a requested accommodation is reasonable.

3.2 Reasonable accommodations does not include providing a prosthetic limb, wheelchair, or eye glasses to an individual or providing as an accommodation any amenity or convenience that is not job related and that is not provided to employees without disabilities.

3.3 It is unlawful not to make reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless providing that accommodation would impose an undue hardship on the operation of the Spokane Regional Transportation Council.

#### **4. RESPONSIBILITIES**

The Spokane Regional Transportation Council Board will provide overall administration of the reasonable accommodation policy.

Dated \_\_\_\_\_

\_\_\_\_\_  
Chair, Spokane Regional Transportation Council Board

\_\_\_\_\_  
Transportation Manager

## **GUIDELINES ON HOW TO DETERMINE WHETHER AN ACCOMMODATION IS REASONABLE**

When a qualified individual with a disability has requested reasonable accommodation, the appointing officer should:

- A. Analyze the particular job involved and determine its purpose and essential functions;
- B. Consult with the individual with a disability to ascertain the precise job related limitations imposed by the individual's disability and how those limitations could be overcome with a reasonable accommodation;
- C. In consultation with the individual to be accommodated, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position; and
- D. Consider the preference of the individual to be accommodated and select and implement the accommodations that is most appropriate for both the employee and the Spokane Regional Transportation Council.

If, after using the problem solving approach identified above, a requested accommodation would impose an undue hardship upon the Spokane Regional Transportation Council, but by having the qualified individual with a disability pay part of that accommodation such accommodation would then be reasonable, the appointing official may ask the qualified individual with the disability to pay that part of the accommodation.