



Procedure for Requesting an Accommodation

On receipt of an accommodation request, the City Manager or his/her designee and your Supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the City’s overall financial resources and organization, and the accommodation's impact on the operation of the City, including its impact on the ability of other employees to perform their duties and on the City’s ability to conduct business.

The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the request on appeal is denied, that decision is final.

The ADA does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he has been discriminated against based on a disability should notify the City Manager or his designee. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

I have read and been informed about the content, requirements, and expectations of the Accommodation Procedure for employees at the City of Windcrest. I may request a copy of the procedure from Human Resources and agree to abide by the procedure guidelines as a condition of my employment and my continuing employment at the City of Windcrest.

I understand that if I have questions, at any time, regarding the Accommodation Procedure, I will consult with my immediate supervisor or Human Resource.

Employee Signature: _____

Employee Name: _____

Date: _____