



Alameda County Reasonable Accommodation & Interactive Process Overview

Pursuant to disability laws, including the California's Fair Employment and Housing Act (FEHA), the Americans with Disabilities Act (ADA), the Workers' Compensation legislation, and the County of Alameda's policy to provide equal employment opportunity to qualified individuals with disabilities/medical conditions, we have scheduled this meeting to discuss possible return-to-work accommodations within the _____.

Alameda County and the _____ are committed in assisting qualified employees to identify appropriate permanent modified or alternate employment. Important information regarding the policy, procedures and process is outlined below. You may also refer to the County's Reasonable Accommodation Procedures and/or contact the County's Disability Programs Division, Human Resource Services Department, at (510) 208-4816, with any additional questions you may have.

Below is a checklist which provides you with information regarding the reasonable accommodation process pursuant to the County's Reasonable Accommodation Policy and Procedures.

1. I received the Alameda County's Reasonable Accommodation Policy and Procedure and the Agency/Department's Reasonable Accommodation Policy (if applicable).
2. I received informational materials titled: "Americans with Disabilities Act, Your Employment Rights As An Individual With A Disability," and "Disability Under the Fair Employment & Housing Act: What You Should Know About the Law."
3. I received the Employee Assistance Program pamphlet.
4. I received the "Alameda County Examinations Currently Open For Applications."
5. Your permanent restrictions which may prevent you from performing your essential job functions with or without a reasonable accommodation.
6. The Alameda County Description of Employee's Essential Job Functions (EF5) for your usual and customary position of _____
7. The Agency/Department will make permanent reasonable accommodations to your usual and customary job, if possible, so that you can perform the essential job functions. If it is determined that the Agency/Department cannot permanently modify your usual and customary job or provide you with a reasonable accommodation to perform the essential functions of your job, the Agency/Department will proceed with the internal job search for an alternate vacant position for which you qualify pursuant to applicable civil service rules.

8. The Agency/Department's vacancy listing for current job openings. During the 30-day internal job search period, an updated job vacancy listing will be provided and discussed with you on a weekly basis. Additionally, you will be provided with written confirmations of our discussions throughout this process. Your active participation and interactive role in this process is required including:

- Responding to phone calls & e-mails
- Attending informational meetings

9. Preferable salary, work hours/shifts and locations for an alternate position are as follows:

A. Salary (minimum): _____

B. Work hours/shifts: _____

C. Work locations: _____

(Please note: Specifying certain work locations, work hours and/or salary may reduce the County's ability to locate an alternate position for you during the internal job search)

10. The Agency/Department's internal job search process will continue for 30-calendar days from the date of this meeting. The internal job search will end on _____.

11. I will contact you weekly with job search results and updates. Additionally, I will contact you at the conclusion of the internal job search period to discuss the results and next steps in the County's Reasonable Accommodation process. A letter summarizing the Agency/Department's job search efforts will be forwarded to you.

12. Should an alternate vacant position (that meets the criteria as stated in #5 above) for which you qualify be identified, an informational meeting will be scheduled with you, the supervisor of the unit/department/division and myself, to discuss the position's essential job functions.

13. If an alternate position is identified for which you qualify, and it appears that you can perform the essential job functions with or without a reasonable accommodation, a conditional job offer will occur, pending your physician/clinician's review of the position's EF5 and his/her decision of your ability to perform the essential job functions of the alternate position with or without a reasonable accommodation.

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14. A completed and signed Alameda County Release of Information form will be forwarded to your physician/clinician/clinician, along with the EF5. (Note: An additional Authorization for Use/Disclosure form is required for Kaiser Health Plan members). If your physician/clinician certifies that you are able to perform the essential job functions of the alternate position offered to you, and a reasonable accommodation can be provided (if necessary), a formal job offer will occur. Should you accept this job offer, you will be appointed to the alternate position pursuant to applicable civil service rule(s).
15. During the departmental job search, you are encouraged to contact other County departments/agencies for other possible job opportunities available to you, as well as, the County's web-site at www.acgov.org, Reinstatement Hot Line (510) 272-6432 and the Examination Hotline (510) 272-6433.
16. If you are a member of the Alameda County Employees' Retirement Association (ACERA), it is strongly recommended that you contact ACERA at (510) 628-3000 for information on applying for disability retirement. You should also inquire regarding your eligibility for regular retirement and/or a salary offset if you accept an alternate position paying less than your usual and customary job. Please note: Pursuant to Government Rule (31720 ET. SEQ.), this Agency/ Department may be required to file an application for disability retirement on your behalf unless you elect to do so yourself or waive that right. Additional information regarding disability retirement is also available at www.acera.org.
17. If it is determined that your disability/medical condition cannot be accommodated or a job offer for an alternate position does not occur within the 30-day internal job search period, your file will be referred to the Disability Programs Division, for a 30-calendar day county-wide job search.
18. If an alternate job offer does not occur during the county-wide job search, your file will be forwarded back to this Agency/Department to discuss the remaining options available to you (voluntary resignation, retirement and/or disability retirement).
19. If you disagree with the outcome of the department's reasonable accommodation process, you may contact the Disability Programs Division at (510) 208-9904 or (510) 208-4816.
20. To file an informal complaint, you may contact the Diversity Programs Unit at (510) 272-3895.

Acknowledgement

I understand the Alameda County's Reasonable Accommodation process and understand the importance of my participation in the interactive process. I further understand that the Agency/Department Disability Coordinator is available to answer any questions and/or concerns I may have regarding this process.

Employee's Name (Please Print)

Date

Employee Signature

Date

Disability Coordinator/Human Resources Representative

Date

Others attending this meeting

Date

cc: