

1200 Americans with Disabilities Act

1200.1

It shall be the policy of the City of Amarillo that qualified individuals with disabilities be given the same considerations for employment given those without disabilities. An individual who is qualified for an employment opportunity shall not be denied that opportunity due to disability unless providing a reasonable accommodation would impose an undue hardship on the City or the person with a disability would be a danger to self or others in the job position under consideration.

1200.2

The following definitions shall apply to this policy:

There are 3 categories of reasonable accommodation. These are:

- Accommodations which ensure equal opportunity in the application process;
- Accommodations which enable a qualified individual with disabilities to perform the essential functions of the position held or desired; and
- Accommodations which enable a qualified individual with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

“Undue hardship” means significant difficulty or expense in, or resulting from, providing reasonable accommodations to an otherwise qualified individual with a disability.

A “qualified” individual with a disability is an individual who can perform the essential functions of the position held or desired with or without reasonable accommodation.

1200.3

A reasonable accommodation may include making existing facilities used by employees readily accessible to and usable by individuals with disabilities, job restructuring, modified work schedules, reassignment to vacant positions, acquisition or modification of equipment or devices, adjustment or modification of examinations or training materials to enable the individual with a disability to compete for or perform the essential functions of the position.

1200.4

The Director of Human Resources shall meet with any qualified applicant or employee who requests an accommodation. The following steps shall be taken to determine, on a case-by-case basis, if a reasonable accommodation is possible:

- Determine whether the person is a qualified individual;
- The particular job will be analyzed to determine its purpose and essential function;
- The disabled individual will be consulted to ascertain the precise job-related limitations imposed by the disability and how those limitations might be accommodated;
- With the disabled individual’s assistance, potential accommodations will be identified and assessed as to the effectiveness of each in enabling the individual to perform the essential functions of the job;

- The disabled individual's accommodation preferences shall be considered in order to select and implement the accommodation most appropriate for both the employee and the City, but an applicant or employee cannot dictate that a particular reasonable accommodation be used if several are available; and
- Determine whether the safety of the individual and others can be achieved.

1200.5

The result of the above process shall be used to document if a particular accommodation would create an undue hardship. The following factors will be considered in determining an undue hardship or any actions requiring significant difficulty or expense, taking into account:

- The nature and cost of the accommodation required;
- The financial resources of the City;
- The effect of the reasonable accommodation on expenses and resources;
- The impact of the accommodation on the operation of the City; and
- The existing spatial and operating parameters and/or constraints of the affected worksite.

1200.6

Appeals from complaints of discrimination resulting from the application of this policy may be filed with the Amarillo Civil Service Commission under authority of Rule XVIII (Discrimination), Section 100 of the Civil Service Commission Rules and Regulations. The Civil Service Commission shall have the authority to order remedial action in the event such action is warranted.