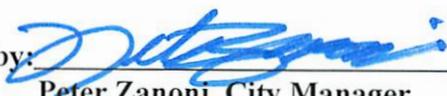


	CITY OF CORPUS CHRISTI	
	Subject: ADA Title I Reasonable Accommodations	
	Administrative Directive: HR 2.0	
	Effective Date: February 23, 2024	Revised: N/A
	Approved by:  Feb 23, 24 Peter Zanoni, City Manager Date	

1. PURPOSE

A. This Administrative Directive (AD) sets forth guidelines for establishing standard practices under Title I of the American with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 for providing reasonable accommodations in the workplace related to disabled applicants and employees. The directive is not intended to create legal rights and is intended solely to comply with the requirements of the Americans with Disabilities Act, as amended.

2. SCOPE

A. This directive applies to all City employees, contractor employees, consultants and/or their employees, temporary employees, temporary staff, and student interns.

3. DEFINITIONS

A. *Disability* - A physical or mental impairment that substantially limits one or more major life activities to an individual.

B. *Qualified Individual with Disability* - A person with a disability who meets the necessary skills, experience, education, and other job-related requirements of the position they hold or seek and can perform the essential functions of the position with or without a reasonable accommodation.

C. *Reasonable Accommodations* - A modification or adjustment to a job, the work environment, or the hiring process that enables a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy equal benefits and privileges of employment.

- D. *Undue Hardship* - The point at which reasonable accommodations would require significant difficulty or expense, or substantially lower quality or quantity business standards.

4. POLICY

- A. It is the City of Corpus Christi's (City) policy to fully comply with reasonable accommodation requirements of the ADA. The City prohibits unlawful discrimination against any employee or applicant that requires a reasonable accommodation. Under the law, local governments must provide reasonable accommodations to qualified employees or applicants with disabilities, unless doing so would cause undue hardship. The City of Corpus Christi is committed to providing reasonable accommodations to its employees and applicants for employment to assure that individuals with disabilities enjoy full access to equal employment opportunities.
- B. The City shall not discriminate against people with disabilities in regard to any employment practices or terms, conditions, and privileges of employment. This prohibition covers all areas of the employment process such as hiring, terminations, compensation, promotions, and benefits.
- C. The City may ask applicants if reasonable accommodations are needed to complete the hiring process, such as job demonstration or timed testing.
 - I. The City may not ask about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform the essential functions of the job.
 - II. No medical inquiries or examinations shall be conducted by the City before a conditional job offer is made.
- D. Employees who have a complaint involving violations of the ADA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaint as outlined in *AD HR 18.0 Harassment, Discrimination, and Retaliation*.

5. PROCEDURES

- A. If an applicant or employee who is a qualified individual with a disability requests a reasonable accommodation to perform the essential functions of the job, the department will follow the procedures below:

- I. Review the job to determine the essential functions of the role.
 - II. Discuss with the applicant or employee to assess the limitations imposed by the disability and how those limitations could be overcome with reasonable accommodations.
 - III. Review with the individual what potential accommodations are needed, assess the effectiveness each accommodation would have in enabling the person to perform the essential functions of the job.
 - IV. The Department Director or designee will contact the Human Resources Department to discuss and identify any job barriers and potential reasonable accommodations that can be made to eliminate barriers. Medical documentation may be required.
 - V. The final approval for a reasonable accommodation will be determined by the Human Resources Department.
- B. The City will make every effort to provide reasonable accommodations as outlined under the American with Disabilities Act (ADA).
- C. An employee or applicant who believes they have been denied a reasonable accommodation or has been subjected to unlawful discrimination should immediately report the incident to their supervisor, Department Director or designee, or the Human Resources Department. A thorough investigation will be conducted, and the employee or applicant will receive a response to the report.

6. TEMPORARY OR TRIAL ACCOMMODATIONS

- A. Many accommodations are implemented long-term, while some accommodations last for only a temporary period. Every situation is unique and requires case-by-case analysis of the individual's limitations, restrictions, specific accommodation needs, and the impact the accommodation will have on job performance and business operations. The City has the right to modify or remove an ADA accommodation if it presents an undue hardship, creates a safety concern, or negatively impacts business operations.

7. QUESTIONS REGARDING THIS PROCEDURE

- A. Questions regarding this procedure shall be directed to the Director of Human Resources or designee at (361) 826-3300.