



- I. Business Adjustment Request (*may be due to a non-work related or a work-related injury/illness*)
 - a. Employees with a medical limitation of limited duration (typically less than 90 days) or whose limitation has a minor impact on the department may request to have an adjustment to their work responsibilities, schedule or other conditions of employment.
 - b. To request a business adjustment, an employee must submit a [medical release form](#) or other documentation signed by their health care provider that includes:
 - i. A request for an adjustment to their work responsibilities, schedule or other conditions of employment,
 - ii. A list of physical or mental work limitations, and
 - iii. The expected date of return to work with no necessary business adjustments.
 - c. A department has no obligation to grant a request for a business adjustment. Departments should use discretion in balancing the benefits and disruptions of employees working less than full duty.
 - i. Department management will not contact the employee's health care provider. However, the department may, in consultation with the human resources department, ask an employee to provide additional information from the health care provider. If no information is received the request may be denied.
 - d. If approved, it is the responsibility of the employee to work within the physical limitations specified by the medical provider and to perform only those duties consistent with the limitations.
 - e. An employee who is unable to return to full duty at the end of the business adjustment may request a leave of absence or accommodation under the ADA. The employee may consult with human resources regarding their options available under city policy.
 - f. Departments must notify their human resources consultant any time a business adjustment is requested.
 - g. Medical documentation collected during the process should be sent to human resources and not maintained by the department.
- II. Modified Duty (*due to a work-related injury/illness*)
 - a. The city will make reasonable efforts to provide employees with modified duty work assignments following a work-related injury for which the treating physician imposes temporary physical restrictions. As long as the assigned modified duty work does not violate the treating physician's imposed physical restrictions, the employee is expected to return to work. Refusal of a modified duty assignment may result in the termination of workers' compensation indemnity benefits.
 - b. The city will determine appropriate work hours, shifts, duration, and locations of all work assignments. The city reserves the right to determine availability, appropriateness, and continuation of all transitional assignments and job offers.
 - c. The modified duty assignment will be periodically reviewed by the city to determine the appropriate duration and activity.
 - d. Upon receipt of release to return to work with no restrictions, the modified duty assignment will terminate.
- III. ADA Accommodations
 - a. In accordance with all applicable laws, it is the city's policy to not discriminate against qualified individuals with a disability with regard to any aspect of employment.
 - b. The city recognizes that some individuals with disabilities may require reasonable accommodations. If an employee is disabled or becomes disabled (meaning he/she has a mental or physical impairment substantially limiting one or more of the major life activities) and requires a reasonable accommodation, the employee should contact the EEO program manager or the human resources consultant designated to their department to begin the interactive process.
 - i. The interactive process may include discussing the employee's disability, limitations, and possible reasonable accommodations that may enable the employee to perform the functions of their



position, making the workplace readily accessible to and usable by the employee, or otherwise allow the employee to enjoy equal benefits and privileges of employment.

- ii. The employee may need to submit the employee request for accommodation along with the diagnosing professional's documentation.
- iii. A temporary business adjustment (see section I above) may be granted while the request for accommodation is reviewed. If it is not feasible, the employee may request a leave of absence, if available, during this review period.
- c. If an employee is unable to continue performing the essential functions of the position with or without accommodations due to a qualifying disability, the EEO program manager will attempt to transfer the employee to a vacant position within the city.
 - i. The employee must be qualified for the position and the position must be of an equivalent or lower pay grade to the employee's current position.
 - ii. During this time the employee will use accrued leave or will be on leave without pay if paid leave is exhausted.
 - iii. If a position is not found within the city, the employee may be separated for unavailability consistent with the city's [employment separation policy](#).
- d. Applicants for city positions are entitled to reasonable accommodations during the testing process. Applicants should be directed to contact the city's EEO program manager regarding a request for such accommodations.

IV. Pregnancy and Pregnancy Related Accommodations

- a. Reasonable accommodations for pregnancy, child birth, breastfeeding or other pregnancy-related conditions will be provided unless it causes an undue hardship.
- b. Employees should request accommodations from their supervisor. Supervisors should consult with their HR consultant before granting or denying requests.
- c. Documentation from a medical provider may be required including the date the accommodation becomes medically advisable, the anticipated duration for the accommodation and an explanation of the need for the accommodation. Documentation is not required for requests for accommodations of more frequent restroom, food or water breaks.
- d. For up to one year after the birth of a child, an employee who is breastfeeding will be allowed to take a reasonable unpaid break each time the employee needs to breastfeed or express breast milk. The department will provide a place for the employee to use, other than a bathroom that is shielded from view, free from intrusion, and functional for expressing breast milk.

Current References:

[Medical Release Form](#)

[Employment Separation Policy](#)

Approved and passed this 31st date of December, 2016