

ADA At-A-Glance

EMPLOYEE MAKES REQUEST FOR REASONABLE ACCOMMODATION

- An employee with a disability makes request for reasonable accommodation to Department Head, Department HR Representative or Human Resources.
- ADA Request form is located on HR Policies, Procedures and Forms page.

DISCUSSIONS TO ESTABLISH POTENTIAL ACCOMODATIONS

- **Case-by-Case Job Analysis** - to determine essential functions.
- **Interactive Dialogue** - to clarify what the individual needs and explore potential accommodations.

DETERMINATION OF REASONABLE ACCOMMODATION

- Washoe County makes determinations about reasonable accommodations on a case-by-case basis after interactive dialogue and based on an individualized assessment in each situation.
- Washoe County is the final decisionmaker on the appropriate accommodation.
- Washoe County is not required to provide an accommodation if it will result in undue hardship or pose a safety threat.

NOTIFICATION TO INDIVIDUAL

- Washoe County strives to make determinations about reasonable accommodation requests expeditiously and will inform the individual once a determination has been made.
- The accommodation process is not set in stone and may need to be reviewed, especially if an individual's disability changes or the needs of the department change.

DISCRIMINATION/HARASSMENT BASED ON DISABILITY

PROHIBITED - see Washoe County's Discrimination and Harassment Policy on HR Website