

Operational Policy

Policy title:	Reasonable Accommodation		
Policy number:	ODHS OHA 060-034		
Original date:	08/22/2007 (DHS only)	Last update:	11/02/2020
Approved:	Kris Kautz, OHA Deputy Director Don Erickson, DHS Chief Administrative Officer		

Purpose

The Oregon Department of Human Services (ODHS) and the Oregon Health Authority (OHA) are committed to being models in providing opportunities to individuals with disabilities and to removing barriers preventing individuals from enjoying the same opportunities as those without disabilities.

Description

This policy describes the requirements of the agency in meeting the needs of individuals participating in employment, volunteer, board and advisory committee activities.

Applicability

This policy applies to all ODHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rules, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. ODHS|OHA shall employ and advance the employment of qualified individuals, including those with disabilities.
2. ODHS|OHA shall provide reasonable accommodations to individuals who:
 - a. Work or volunteer for the agencies.
 - b. Apply for employment with the agencies.
 - c. Participate in advisory groups, boards, or committees.
3. ODHS|OHA follow Oregon Department of Administrative Services policy 50.020.10 related to the Americans with Disabilities Act (ADA) and Reasonable Accommodation in Employment. This policy includes:
 - a. Definitions applying to reasonable accommodations.
 - b. A description of the interactive accommodation process.
4. The accommodation process is not required if remedies can be found through:

- a. Contract provisions.
 - b. Policy provisions.
 - c. The ergonomic or lighting assessment processes.
 - d. A workplace request that any employee in the worksite could make.
5. ODHS|OHA shall follow their established processes for requesting an accommodation and ensuring these processes are readily accessible to employees in accordance with the DAS statewide policy.

References

[EEOC Fact Sheet](#)

[DAS Policy 50-020-10](#)

[BOLI Disability and Employment Rules ORS 839-006-0205 to 839-006-0265](#)

[EEOC Disability Discrimination](#)

[Job Accommodation Network](#)

[NW ADA Center](#)

Forms referenced

Related policies

[ODHS|OHA 080-012](#)

Contact

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Policy history

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Version 2 11/02/2020 DHS|OHA Joint policy

Keywords

Accommodate, accommodation, ableism, ADA, adjustments, American's with Disabilities Act, disabilities, disability, disabled, ergonomics, lighting, reasonable

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