

CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

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CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Reasonable Accommodation of Handicapped Individuals

POLICY NUMBER: 3.120

PAGES: 2

EFFECTIVE DATE: February 15, 1985

REVISION DATE: January 1, 2012

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

PURPOSE:

The purposes of this policy are to 1) comply with the requirements established by the Federal Americans With Disability Act and Wisconsin Civil Rights Protection to Qualified Persons with Disabilities and 2) clearly set forth the intention of the City of Marshfield to provide reasonable accommodations for handicapped individuals.

POLICY:

The City of Marshfield as an employer committed to equal employment opportunity is willing to make certain "reasonable accommodations" to handicapped candidates for city positions and/or to handicapped employees unless it can be shown that the accommodation would cause undue hardship. Reasonable accommodation is defined as a logical adjustment made to a job and/or the work environment that enables a qualified handicapped person to perform the duties of that position. Accommodations will be considered on a case-by-case basis, taking into consideration the applicant's or employee's abilities as well as the specific disability and limitations, the essential duties of the particular job, the work environment, and the reasonableness of the proposed accommodation. The types of accommodations that will be considered include but are not limited to:

- Modifying a written exam or other test procedure.
 Adjusting work schedules.
 Restructuring a job.
 Making facilities accessible.

- Reassigning and retraining employees.