

D-A.6

**COLUMBIANA COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**  
27 Vista Drive, P O Box 500, Lisbon, Ohio 44432

**SUBJECT:** REASONABLE ACCOMMODATION

**Section:**

Page 1 of 3

**Effective Date:** 11/22/04

**Supersedes:**

**Approved By:** Patricia A. Baumgarner  
Executive Director

**Page Number(s):**  
**Section Number:**

**Approval Date:** 11/22/04

**Revision Dates:**

**POLICY:**

It is the policy of the Columbiana County Mental Health and Recovery Services Board to take affirmative action in accordance with all applicable federal and state laws, rules, regulations and guidelines. Discrimination against employees and applicants due to race, color, national origin, sex (including sexual harassment), disability, religion or age (40 years or older), is illegal.

Legislation requires the MHRS Board to make reasonable accommodation to the known physical or mental limitations of otherwise qualified applicants or employees unless it creates an undue hardship on the Board. All decision concerning undue hardship will be made by the Executive Director and will be documented in writing and maintained with the personnel files.

The term "reasonable accommodation" means:

- A. Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such applicant desires, or
- B. Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position, or
- C. Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

Reasonable accommodations may include, but are not limited to:

- A. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities, and
- B. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modifications of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

The term "disabled individual" means a person with a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

- A. Major life activities means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

**COLUMBIANA COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**  
27 Vista Drive, P O Box 500, Lisbon, Ohio 44432

**SUBJECT:** REASONABLE ACCOMMODATION

**Section:**

Page 2 of 3

**Effective Date:** 11/22/04

**Supersedes:**

**Approved By:** Patricia A. Baumgarner  
Executive Director

**Page Number(s):**  
**Section Number:**

**Approval Date:** 11/22/04

**Revision Dates:**

**B.** A "record of such impairment" means having a history of or being misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

**C.** "Regarded as having an impairment" means:

- 1.** Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a public entity as having such a limitation.
- 2.** Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others.

The term "undue hardship" means that the alterations in the workplace or in the duties of the position needed to accommodate a qualified individual with a disability are unduly burdensome to the program. The following factors are to be used in making this determination:

- A.** The overall size of the program, number of employees, number and type of facilities, size of budget, etc.
- B.** The type of operation, composition and structure of the work force. Example: It may be considered undue hardship for an agency to install an elevator for one worker in a wheelchair. However, it would not be undue hardship in most circumstances for the agency to give that individual an office on the first floor or other accessible location.
- C.** The nature and cost of the accommodation needed.

"Auxiliary aids and services" includes:

- A.** Qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, assistive listening devices, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDDs), videotext displays, etc.
- B.** Qualified readers, taped texts, audio recordings, Brailled materials, large print materials or other effective methods of making visually delivered materials available to individuals with visual impairments.

<b>SUBJECT:</b>	Page 3 of 3
Effective Date: 11/22/04 Approved By: Patricia A. Baumgarner Executive Director Approval Date: 11/22/04 Revision Dates:	Supersedes:  Page Number(s): Section Number:

**ADA Accessibility:**

Board offices are handicap and wheel chair accessible with an energized front door and push button for exiting. Handicap parking spaces are located close to the entrance. Rest rooms, meeting rooms, and private offices adhere to ADA requirements and regulations.

This policy becomes effective immediately and rescinds previous memoranda, directives or policies on the subject.

Complaints regarding implementation of this policy must be made following the Board's grievance procedure.

CCMHRB:pr  
11/22/04