This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:**January 11, 2021

**Originator:** Cary Curtis and Kim Seney

**Purpose**: Propose New Policy #3100 – Accommodations for Disability

**Supporting Documents Included: Yes / No** Yes – Proposed Policy

**Desired Action by the Board:**

First reading by the board of new Policy #3100 Accommodations for Disability. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** This new policy is intended to affirm that the District recognizes and affirms commitment to comply with the laws relating to making accommodations for qualified disabled applicants and employees. The Policy was drafted verbatim from the current CSDA Policy template.

1. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*): There is currently no GM CSD Policy on this topic and the Policy Committee recommends that one is adopted to ensure our commitment to lawful accommodations of those with disabilities is on record as Policy.

1. **Anticipated Impacts to the District (negative and/or positive) -** (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):

No impact.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:** None
2. **Recommendation (s):** Adopt the new GM CSD Policy #3100 Accommodations for Disability as presented

Gold Mountain Community Services District

POLICY HANDBOOK

**RECOMMENDED NEW POLICY**

**POLICY TITLE: Accommodations for Disability**

**POLICY NUMBER: 3100**

3100.1 The employment related provisions of the Fair Employment and Housing Act (“FEHA”) and the Americans with Disabilities Act (“ADA”) apply to all employees and job applicants seeking employment with the District. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

3100.2 The District will attempt to provide reasonable accommodation for known physical or mental disabilities if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result, in accordance with federal or state law. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the General Manager, or his or her supervisor, to request an evaluation of such an accommodation. The District will participate in the interactive process with the employee in order to determine whether or not a reasonable accommodation, which does not present undue hardship to the District, exists.

Employee or applicant should contact his or her supervisor or the General Manager for further information.