City of Baraboo
Americans with Disabilities Compliance Policy[1]

POLICY: The City will adhere to all applicable Federal and State laws, regulations, and guidelines with respect to providing reasonable accommodations to people with disabilities as required (where accommodations do not cause an undue burden on the City) to afford equal opportunity for all.

PROCEDURE:

1. Requests for Reasonable Accommodation. A request for reasonable accommodation is a statement that an individual needs an adjustment or change at work, in the application process, in a benefit or privilege of employment for a reason related to a medical condition, or access to buildings, services, etc. The reasonable accommodation process begins as soon as the request for accommodation is made. A request does not have to use any special words, such as "reasonable accommodation" or "disability." An individual with a disability may request a reasonable accommodation whenever she/he chooses, even if she/he has not previously disclosed the existence of a disability.

2. Hiring/Promotions. Applicants/employees will be asked questions regarding their ability to perform job-related functions. Interview questions will not be phrased in terms of a disability. The City will make reasonable accommodations on a case-by case basis. The City's ADA Coordinator will determine what constitutes a reasonable accommodation. The following guidelines have been established:

    a. An applicant/employee who needs an accommodation in the employment/promotion selection process shall request the accommodation from the ADA Coordinator. The job application will include these instructions so that an applicant/employee is aware of the necessary steps.

    b. An existing employee with a disability may request an accommodation from his/her supervisor or the ADA Coordinator.

    c. Individuals from the general public may request an accommodation based on a qualifying disability.

    d. All job descriptions have the essential functions of the job clearly listed and a job analysis is completed for each position.

    e. The City will conduct a medical examination only after a job offer has been made. Information on any medical condition of an applicant/employee is maintained in strict confidence by the ADA Coordinator

3. Complaint Procedure. Employees, customers, citizens or visitors may file informal complaints by filing the complaint with the City's ADA Coordinator. The ADA Coordinator will be responsible for investigating the complaint and, when necessary, taking action to rectify the problem. The ADA Coordinator will also notify the complainant of the results of the investigation. Employees, customers, citizens, or visitors of the City may also file formal complaints with the Equal Employment Opportunity Commission (EEOC): U.S. Equal Employment Opportunity Commission, 1801 L Street, N.W., Washington, D.C. 20507.

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[1] Approved by the City of Baraboo Common Council on March 12, 2018, as part of the Employee Policy and Procedure Handbook.

4. Responsibilities.

   a. The City's ADA Coordinator shall be responsible for: providing guidance, training, and assistance to department heads, supervisors and employees on dealing with reasonable accommodations within their areas of responsibility; investigating, resolving, and making findings and recommendations on complaints of discrimination based upon a disability; determining reasonable accommodations of an individual upon the recommendation of the contracted Occupational Health Care Provider; reviewing the job analysis of positions to determine the physical abilities required to perform the essential job functions; coordinating reasonable accommodations for test administration and interview processes.

   b. Supervisors and Department Heads are responsible for: providing input to the City's ADA Coordinator regarding the essential functions of a job and how a reasonable accommodation may be implemented; educating staff members on the practices and procedures laid out in this policy; and cooperating with and understanding the practices in this policy.