



CITY OF BOWLING GREEN

304 North Church Street
Bowling Green, Ohio 43402-2399
Fax Number (419) 352-1262

PERSONNEL POLICY LETTER #8

CITY OF BOWLING GREEN

REASONABLE ACCOMMODATION FOR EMPLOYMENT APPLICATION AND/OR TESTING PROCESSES IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT

This policy letter outlines the City's policy with regard to providing reasonable accommodations to persons with disabilities during the application and/or testing process.

1. The City of Bowling Green is committed to being an equal opportunity employer as a matter of practice. The application and testing mediums should not be a barrier to the employment of qualified individuals. We will make a reasonable accommodation in the application process and testing procedures whenever such accommodation is, or could be made on the job.
2. The need and the provision of reasonable accommodation must be decided case by case. Each individual is unique. Generalizations about a specific disability and accommodation needed will be avoided. A decision to grant or deny an accommodation will be made only after obtaining all necessary information. The applicant will be contacted before a decision is made.
3. Many accommodations will require allowing interested persons to apply or to be tested at a different time and/or location from the general session. The convenience and comfort of the applicant will be considered.
4. Common modifications to the application or test mediums include having the application and/or test read to the applicant, enlarged print, recording the application and/or test on cassette, having the application and/or test translated into braille or sign language. The preferences of the applicant, possible job accommodations, and the length and complexity of the application and/or test materials will be considered.
5. Other accommodations may include providing staff to turn the pages of the application and/or test booklet and completing the application and marking the answer sheet. If a reader or other personal assistant is needed, we will provide whatever is necessary.

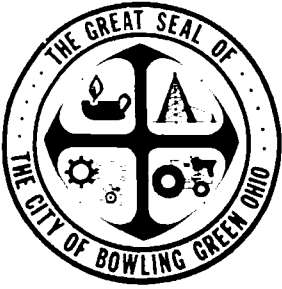
6. Individuals with temporary disabilities (i.e., cast on hand) may be accommodated when it is practical. Extensive accommodations are not normally provided for individuals with temporary disabilities.

Barbara A. Ford

Barbara A. Ford
Personnel Director

March 9, 1995

Date



CITY OF BOWLING GREEN

304 North Church Street
Bowling Green, Ohio 43402-2399
Fax Number (419) 353-4763

CITY OF BOWLING GREEN REASONABLE ACCOMMODATION REQUEST FORM

NAME: _____
please print: Last Name First Name Middle Initial

SOCIAL SECURITY #: _____ DAYTIME PHONE: _____

POSITION TITLE APPLIED OR CITY
PROGRAM/SERVICE: _____

I am either an applicant for the position named above or I am interested in the City program/service listed above, and may require Reasonable Accommodation. I hereby request that either the Personnel Department contact me regarding reasonable accommodation in the application and/or testing process, or the appropriate City department contact me regarding reasonable accommodation regarding the program/service I have noted above. I authorize the Personnel Department and/or appropriate City Department to verify this request.

Applicant's Signature Date

PLEASE DESCRIBE BELOW THE ACCOMMODATION YOU MAY REQUIRE:

Reasonable Accommodation Request Form
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PLEASE PROVIDE THE NAME OF YOUR DOCTOR, AN AGENCY OFFICIAL, OR OTHER INDIVIDUAL WHO MAY BE CONTACTED FOR ADDITIONAL INFORMATION CONCERNING YOUR ACCOMMODATION REQUEST. (This may not apply to all applicants requesting Reasonable Accommodation.)

NAME: _____ DAYTIME PHONE#: _____

TITLE: _____

AGENCY: _____

FOR CITY DEPARTMENT USE ONLY

Accommodation is: Approved Not Needed Denied

Comments:

Personnel Director or Designee

Date