



## REASONABLE ACCOMMODATION

1. The City of Mesa Human Resources Division is committed to being an equal opportunity employer as a matter of practice. The testing medium should not be a barrier to the employment of qualified individuals. We will make a reasonable accommodation in testing 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 should only be made after obtaining all necessary information. The applicant will be contacted before a decision is made.
3. Many accommodations will require testing the applicant 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 test medium include having the test read to the applicant, enlarged print, recording the test on cassette, having the test translated into braille or sign language. The preferences of the applicant, possible job accommodations, and the length and complexity of the test material will be considered.
5. Other accommodations may include providing staff to turn the pages of the test booklet 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.

### REASONABLE ACCOMMODATION IN TESTING

#### I. DISABILITY/HANDICAPPED DEFINED

Various government agencies and organizations have developed different definitions of disability or handicapped. The most recent and most comprehensive law is the Americans with Disabilities Act (ADA) of 1990. The Personnel Division will use ADA's definitions and past legal determinations in granting preference points and in evaluating requests for reasonable accommodation.

A. An individual with a "disability" has: (1) a physical or mental impairment that substantially limits one or more "major life activities"; OR (2) a record of such impairment; OR (3) is regarded as having such an impairment.

B. "Major life activities" generally include: caring for oneself, walking, seeing, hearing, speaking, and working.

C. Compliance agencies have included physiological disorders, cosmetic disfigurements, mental illness, mental retardation, and specific learning disabilities. Recovered users of illegal drugs and former alcoholics are generally considered to have a disability.

D. EXCLUDED conditions include: homosexuals, bisexuals, transvestites, transsexuals, pedophiles, compulsive gamblers, kleptomaniacs, pyromaniacs, and current users of illegal drugs. An alcoholic with unsatisfactory job performance is not disabled, even if the unsatisfactory performance is related to the alcoholism.

E. An individual indicating a disability receives five (5) preference points if the individual passes the position testing examination. An individual's disability claim is normally accepted. A "disabled veteran" is considered disabled for the purposes of preference points. This is requirement of state law.

#### II. REASONABLE ACCOMMODATION REQUEST

A request for reasonable accommodation for pre-employment testing is not automatic. Case by case decisions are made based on the nature of the: request, disability, and job. All requests for reasonable accommodation must be discussed with the Personnel Director or designee.

A. The applicant completes the REASONABLE ACCOMMODATION REQUEST FORM (RARF) prior to the testing requiring the Reasonable Accommodation.

B. The Personnel Analyst will review the RARF and discuss any possible accommodation that may be required. The "Verification Contact" should be contacted if more information is needed.

C. The Personnel Analyst will make a recommendation to the Personnel Director or designee concerning possible reasonable accommodation in testing.

D. The Personnel Analyst will complete the RARF indicating the accommodation made or the reasons for denial. The Personnel Analyst will notify the applicant of the decision made. The completed RARF will be routed for filing in the Personnel Division's central recruitment files.