

<b>Subject:</b>	<b>EMPLOYMENT OF HANDICAPPED PERSONS</b>
<b>Section:</b>	<b>PPG# 2101</b>
<b>Chapter:</b>	<b>Personnel</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

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In order to fulfill it's commitment of nondiscrimination to those with handicapping conditions, the following conditions shall prevail:

1. No qualified handicapped person shall, solely by reason of a handicap, be subjected to discrimination, and the department shall not limit, segregate or classify any applicants for employment of any staff member in any way that adversely affects opportunities or status because of a handicap. This prohibition applies to all aspects of employment from recruitment to promotions and includes fringe benefits and other elements of compensation.
2. The department shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the department program. Such reasonable accommodations may include:
  - a. Making facilities used by staff readily accessible and usable by handicapped persons, and
  - b. Job restructuring, part-time or modified work scheduled, acquisition or modification of equipment or devices, and other similar actions.

In determining whether or not accommodation would impose an undue hardship on the department, factors to be considered include the nature and cost of the accommodation.

3. The department shall not make use of any employment test or criteria that screens out handicapped persons unless:
  - a. The test criteria is clearly and specifically job-related, and
  - c. Alternative tests or criteria are not available.
4. While the department may not make pre-employment inquiry as to whether an applicant has a handicap or as to the nature and severity of any such handicap, it

may inquire into an applicant's ability to perform job-related functions.

5. Any staff member who believes that there has been a violation of the policy of the law prohibiting discrimination because of a handicap may initiate a grievance through the procedures for staff complaints.

## **REFERENCES**

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Legal Reference: 45 C.F.R. 84, Section 504, Vocational Rehabilitation Act  
Section 504 of 1973

RCW 49.60 Law Against Discrimination