

Jefferson/Franklin Consortium Accommodation Policy

It is the policy of the Jefferson/Franklin Consortium and its subrecipients to comply with the Americans with Disabilities Act, 29 CFR 38 and Section of WIOA. Jefferson/Franklin Consortium is committed to the fair and equal employment of people with disabilities.

Jefferson/Franklin Consortium and its subrecipients do not discriminate against qualified job applicants, employees, participants, or any member of the public with disabilities regarding job application procedures, hiring, employee compensation, advancement, training, discharge or other terms, conditions, and privileges of employment, WIOA enrollments/placements or WIOA funding.

Job applicants and employees with disabilities shall be provided reasonable employment- related accommodations, when necessary, unless the accommodation would impose an undue hardship. This policy provides guidelines for individuals who wish to apply for reasonable accommodations with Jefferson/Franklin Consortium and its subrecipients.

Disability: means, with respect to an individual,

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- A record of such an impairment; or
- Is regarded as having such an impairment.

Regarding any aid, benefit, service, training, and employment, a recipient must provide reasonable accommodations to qualified individuals with disabilities who are applicants, registrants, eligible applicants/registrants, participants, employees, or applicants for employment, unless providing the accommodation would cause undue hardship.

Reasonable accommodation: The term reasonable accommodation means;

- Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such as qualified applicant desires; or
- Modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
- Modifications or adjustments that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

In those circumstances where a recipient believes that the proposed accommodation would cause undue hardship, the recipient has the burden of proving that the

accommodation would result in such hardship. The recipient must make the decision that the accommodation would cause such hardship only after considering all factors listed in the definition of “undue hardship.”

Undue hardship: An undue hardship exists if an accommodation:

- Would cause an employer to incur significant difficulty or expense, in comparison to the financial resources available to the employer.
- Is overly extensive, substantial, or disruptive or would alter the nature or operation of the business.
- Would cause a lack of necessary staffing; or
- Would jeopardize security or health.
- An employer is not obligated to make an accommodation that would cause an “undue hardship.”

The decision must be accompanied by a written statement of the recipient's reasons for reaching that conclusion. The recipient must provide a copy of the statement of reasons to the individual or individuals who requested the accommodation.

If a requested accommodation would result in undue hardship, the recipient must, after consultation with an individual with a disability (or individuals with disabilities), take any other action that would not result in such hardship, but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the aid, benefit, service, training, or employment provided by the recipient.

Regarding any aid, benefit, service, training, and employment, a recipient must also make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination based on disability, unless making the modifications would fundamentally alter the nature of the service, program, or activity.

Fundamental alteration means:

- A. A change in the essential nature of a program or activity as defined in this part, including but not limited to an aid, service, benefit, or training; or
- B. A cost that a recipient can demonstrate would result in an undue burden. Factors to be considered in making the determination whether the cost of a modification would result in such a burden include:
 - a. The nature and net cost of the modification needed, taking into consideration the availability of tax credits and deductions, and/or outside financial assistance, for the modification;
 - b. The overall financial resources of the facility or facilities involved in the provision of the modification, including:
 - i. The number of persons aided, benefited, served, or trained by, or employed at, the facility or facilities; and

- ii. The effect the modification would have on the expenses and resources of the facility or facilities;
- c. The overall financial resources of the recipient, including:
 - i. The overall size of the recipient;
 - ii. The number of persons aided, benefited, served, trained, or employed by the recipient; and
 - iii. The number, type, and location of the recipient's facilities;
- d. The type of operation or operations of the recipient, including:
 - i. The geographic separateness and administrative or fiscal relationship of the facility or facilities in question to the recipient; and
 - ii. Where the modification sought is employment-related, the composition, structure, and functions of the recipient's workforce; and
- e. The impact of the modification upon the operation of the facility or facilities, including:
 - i. The impact on the ability of other participants to receive aid, benefit, service, or training, or of other employees to perform their duties; and
 - ii. The impact on the facility's ability to carry out its mission.

In those circumstances where a recipient believes that the proposed modification would fundamentally alter the program, activity, or service, the recipient has the burden of proving that the modification would result in such an alteration. The decision must be accompanied by a written statement of the recipient's reasons for reaching that conclusion. The recipient must provide a copy of the statement of reasons to the individual or individuals who requested the modification.

If a modification would result in a fundamental alteration, the recipient must take any other action that would not result in such an alteration, but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the aid, benefits, services, training, or employment provided by the recipient.

Accommodation Request for Job Center Customers/WIOA Participants

1. Individuals may request accommodation by informing any job center staff of their needs.
2. If job center staff need assistance in providing accommodation, they will complete Jefferson/Franklin Consortium Accommodation Request- (Attachment #1) and submit the request to the Local Equal Opportunity (EO) Officer.
3. To evaluate whether the request for an accommodation presents an undue hardship, the Local EO Officer may:

- a. Discuss the requested accommodation with the individual.
- b. Identify/evaluate potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the request. While an individual's preference will be given consideration, OJTP is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
- c. Through discussion with the One Stop Coordinator, assess whether the accommodation presents an undue hardship.

Accommodation Request for Employees

1. Employees must complete the Accommodation Request form. The employee will then submit it, along with supporting medical documentation, if applicable, to Human Resources. Employees may request accommodation verbally or in writing; however, Human Resources requests that, whenever possible, employees utilize the Accommodation Request Form.
2. To determine if the employee is a qualified individual with a disability and evaluate whether the request for an accommodation presents an undue hardship, Human Resources may:
 - a. Discuss the requested accommodation with the employee.
 - b. Discuss the purpose and essential functions of the job involved with the supervisor/manager and the employee.
 - c. Identify/evaluate potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job. While an individual's preference will be given consideration, OJTP is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
 - d. Through discussion with the One Stop Coordinator, assess whether the accommodation presents an undue hardship.
3. Human Resources has a right to seek medical verification of disability, work restrictions, and medical need for accommodation.
4. If the disability or need for accommodation is not obvious, Human Resources may ask the employee to provide supporting documents showing that the employee has a disability within the meaning of the ADAAA and applicable state or local laws, and that the disability necessitates a reasonable accommodation.
5. Human Resources has the right to deny the accommodation request if it is determined by Jefferson/Franklin Consortium that the employee is not fully cooperating with Human Resources during the process.

Accommodation Request Procedure for Job Applicants

1. The job applicant shall inform Human Resources of the need for accommodation, preferably in writing to participate in the interview and or testing process.
2. Human Resources will discuss the requested accommodation and possible alternatives with the applicant.
3. Human Resources will discuss the interview and/or testing accommodation request with Departmental staff when applicable to determine if the accommodation request presents an undue hardship.
4. Human Resources will decide regarding the interview and/or testing request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.
5. If offered a position, the job applicant shall inform Human Resources of the need for employment accommodation, preferably in writing, to perform the essential job responsibilities.
6. Human Resources will discuss the requested employment accommodation and possible alternatives with the applicant.
7. Human Resources will discuss the employment accommodation request with Departmental staff and assess the impact to the essential job functions and determine if the accommodation creates an undue hardship.

Funding for Accommodations

Funding for accommodation that does not cause undue hardship must be agreed to and approved by the One-Stop Coordinator.

Employee Appeal Process

Employees or individuals who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the Local EO Officer within 30 days of the decision for a final decision. The Accommodation Request Appeal form may be obtained by contacting the Local EO Officer.

Trence James (TJ)
State Local Level-EO Representative & Rapid Response Coordinator
Missouri Department of Higher Education & Workforce Development
3757 Harry S. Truman Blvd.
St. Charles, MO 63301
(816) 804-2956
trence.james@dhewd.mo.gov

Equal Opportunity is the LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or,
- against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I - financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Danielle Smith, State Equal Opportunity Officer

Missouri Department of Higher Education and Workforce Development - Office of Workforce Development
301 W. High Street
PO Box 1087
Jefferson City, MO 65102
danielle.smith@dhewd.mo.gov
Phone: (573) 751-2428 | Fax: (573) 751-4088
Missouri Relay Services at 711

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Sub-State Agency/Local Equal Opportunity Officer:

Name: _____

Address: _____

Telephone: _____

*To learn more about filing a claim, visit
jobs.mo.gov/equalopportunity*



Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

La Igualdad = De Oportunidad es la LEY

La ley prohíbe que este beneficiario de asistencia financiera federal discrimine por los siguientes motivos: contra cualquier individuo en los Estados Unidos por su raza, color, religión, sexo (incluyendo el embarazo, el parto y las condiciones médicas relacionadas, y los estereotipos sexuales, el estatus transgénero y la identidad de género), origen nacional (incluyendo el dominio limitado del inglés), edad, discapacidad, afiliación o creencia política, o contra cualquier beneficiario, solicitante de trabajo o participante en programas de capacitación que reciben apoyo financiero bajo el Título I de la ley de Inversión y Oportunidad en la Fuerza Laboral (WIOA, por sus siglas en inglés), debido a su ciudadanía, o por su participación en un programa o actividad que recibe asistencia financiera bajo el Título I de WIOA.

El beneficiario no deberá discriminar en los siguientes áreas: decidiendo quién será permitido de participar, o tendrá acceso a cualquier programa o actividad que recibe apoyo financiero bajo el Título I de WIOA; proporcionando oportunidades en, o tratar a cualquier persona con respecto a un programa o actividad semejante; o tomar decisiones de empleo en la administración de, o en conexión a un programa o actividad semejante.

Los beneficiarios de asistencia financiera federal deben tomar medidas razonables para garantizar que las comunicaciones con las personas con discapacidades sean tan efectivas como las comunicaciones con los demás. Esto significa que, a petición y sin costo alguno para el individuo, los recipientes están obligados a proporcionar ayuda auxiliar y servicios para individuos con discapacidades calificados.

QUE DEBE HACER SI CREE QUE HA SIDO DISCRIMINADO

Si usted piensa que ha sido discriminado en un programa o actividad que recibe apoyo financiero bajo el Título I de WIOA, usted puede presentar una queja no más de 180 días después de la fecha en que ocurrió la presunta violación, ya sea con: El oficial de igualdad de oportunidad del recipiente (o la persona que el recipiente haya designado para este propósito);

Danielle Smith, State Equal Opportunity Officer

Department of Education and Workforce Development - Office of Workforce Development
301 West High Street
P.O. Box 1087
Jefferson City, MO 65102
danielle.smith@dhewd.mo.gov
Teléfono: (573) 751-2428 | Fax: (573) 751-4088
Relay Missouri: 711

o:

Director, Civil Rights Center (CRC), U.S. Department of Labor

200 Constitution Avenue NW, Room N-4123, Washington, DC 20210
o electrónicamente como indica el sitio web del CRC www.dol.gov/crc

Si usted presenta una queja con el recipiente, usted debe esperar hasta que el recipiente emita una decisión final escrita o que pasen por lo menos 90 días (lo que ocurra primero), antes de presentar una queja con el Centro de Derechos Civiles (CRC, por sus siglas en inglés) a la dirección mencionada previamente. Si el beneficiario no le entrega una decisión final escrita dentro de 90 días después de la fecha en que presento su queja, usted puede presentar su queja con el CRC antes que reciba la decisión final. Sin embargo, es necesario presentar su queja con el CRC dentro de 30 días después de la fecha límite de 90 días (en otras palabras, dentro de 120 días después de la fecha en que presento la queja con el recipiente). Si el recipiente emite una decisión final escrita, pero usted no está satisfecho con el resultado o resolución, usted puede presentar una queja con el CRC. Usted debe presentar su queja con el CRC dentro de 30 días después que reciba la decisión final escrita.

Agencia de Sub-Estado/Oficial de Oportunidades Igualitarias

Nombre: _____

Dirección: _____

Teléfono: _____

*Para más información sobre cómo presentar una
reclamación, visite*

jobs.mo.gov/equalopportunity



**Programa de Empleadores
que Brindan
Oportunidades Igualitarias**

Se ofrece apoyo y servicios auxiliares a las personas con
discapacidades que lo soliciten.