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4.311B – ADA Accommodation Procedures: Applicants

Adopted: April 2024

**Developer/Reviewer:
Human Resources**

A. Request for Accommodation in Employment (Title I):

1. All application materials shall be made available in alternative formats, upon request, according to the needs of a qualified person with a disability. All position announcements shall include the following statement, or its equivalent, and applicants shall be notified that they can request reasonable accommodation(s) for the application, testing and interview processes as follows:
 - a. “Sedgwick County is committed to making the application, interview, and pre-employment testing process accessible to qualified persons with disabilities as defined by the Americans with Disabilities Act. If you wish to volunteer information regarding any special assistance you may need, please contact the Sedgwick County ADA Coordinator at (316) 660-7050, TDD (Kansas Relay at 711 or 800-766-3777). **Please do not use this phone number for employment questions.** Applicants are contacted only if they are determined to be qualified candidates.”
2. Applicant requests for reasonable accommodation shall be made directly to the ADA Coordinator.
3. Upon receiving a request for accommodation, the ADA Coordinator will evaluate the request to determine what, if any, accommodation is appropriate. The ADA Coordinator will work with the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are choosing between different possible reasonable accommodations.
4. The ADA Coordinator may request medical documentation of the applicant’s disability if the disability and/or the need for accommodation is not obvious. Documentation of an applicant’s disability is confidential and will not be shared with search committee members or decision-makers in the hiring process.
5. If an accommodation is appropriate, the ADA Coordinator will assist Human Resources in arranging the accommodation.
6. If the ADA Coordinator determines that no accommodation is necessary, or if the individual desires an alternative accommodation, the applicant may utilize the ADA Grievance Procedure to appeal the decision as outlined below. In cases where requests for accommodation are not approved, the ADA Coordinator shall inform the applicant in writing of the decision and of the appeal process in accordance with the ADA Grievance Procedure.

B. Employment Interview Request for Accommodation:

1. Applicants who are scheduled for an interview may request an accommodation utilizing the procedure outlined below. Employment opportunities will not be denied to anyone because of the need to make a reasonable accommodation for a person's disability.
2. All applicants shall be notified of their option to request an accommodation for the interview process and receive the procedure for making an accommodation request.
 - a. The following paragraph or its equivalent shall be added to any correspondence scheduling an interview:
"It is the policy of Sedgwick County to provide a reasonable accommodation for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or an accommodation to fully participate in the interview process, please contact the Sedgwick County ADA Coordinator."
3. When an accommodation request is mentioned by an applicant to a person other than the ADA Coordinator, that person shall direct the applicant to the ADA Coordinator immediately for guidance.
4. The ADA Coordinator may request medical documentation, when clarifying information is required. Disclosure of an applicant's disability is confidential and will not be shared with search committee members or decision-makers in the hiring process.
5. The ADA Coordinator shall review the documentation as well as the applicant's request and arrange a viable accommodation option. If the applicant does not meet the criteria of a qualified person with a disability under the ADA or if the request is not able to be accommodated, the ADA Coordinator shall inform the applicant in writing and advise the applicant of the appeal process in accordance with the ADA Grievance Procedure.

C. Selected Candidate Request for Reasonable Accommodation:

1. Upon receiving a conditional offer of employment, the candidate may request a reasonable accommodation in order to perform the essential functions of the job.
2. See Implementing Procedures 4.311 Reasonable Accommodations and proceed to letter B for Active Employee – Request for Accommodation.