

# REGULATION

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| <b>SPDOC No:</b><br>14-01   | <b>Effective Date:</b><br>January 5, 2014  | <b>Index Reference:</b><br>Reasonable<br>Accommodation | <b>Regulation Number:</b><br><br><b>1.04</b>                      |
| <b>Issued By:</b><br>Executive  | <b>Rule Reference:</b><br>Rules: 1-8 (Prohibited Discrimination)<br>3-1 (Examinations) |  | <b>Replaces:</b><br>Reg. 1.04<br>(SPDOC 12-16, September 2, 2012) |
| <b>Authority:</b> Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules. |  |  |   |
| <b>Subject:</b><br><br><b>REASONABLE ACCOMMODATION</b>  |  |  |   |

## TABLE OF CONTENTS

|  |          |
|--|----------|
| <b>1. PURPOSE</b> .....                                  | <b>1</b> |
| <b>2. CIVIL SERVICE COMMISSION RULE REFERENCE</b> .....  | <b>1</b> |
| <b>3. DEFINITIONS</b> .....                              | <b>2</b> |
| <b>4. STANDARDS</b> .....                                | <b>4</b> |
| A. Submitting Accommodation Requests for Employees. .... | 4        |
| B. Submitting Accommodation Requests for Applicants..... | 4        |
| C. Processing Accommodation Requests. ....               | 4        |
| D. Evaluating a Reasonable Accommodation. ....           | 5        |
| E. Appeal of Final Decision. ....                        | 5        |
| F. Approved Alternative Forms. ....                      | 5        |

## 1. **PURPOSE**

This regulation establishes procedures for requesting and providing reasonable accommodations for qualified employees and applicants with disabilities.

## 2. **CIVIL SERVICE COMMISSION RULE REFERENCE**

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at [www.michigan.gov/mdcs](http://www.michigan.gov/mdcs).

### ***Rule 1-8 Prohibited Discrimination***

#### ***1-8.1 Prohibited Discrimination***

*Neither civil service staff nor an appointing authority shall do any of the following:*

- (a) *Fail or refuse to hire, recruit, or promote; demote; discharge; or otherwise discriminate against a person with respect to employment, compensation, or a term, condition, or privilege of employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.*
- (b) *Limit, segregate, or classify an employee or applicant for employment in a way that deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.*

### **1-8.2 Accommodation of Disabilities**

*Civil service staff and appointing authorities shall accommodate a person with a disability as provided in the civil service rules and regulations.*

\* \* \*

### **Rule 3-1 Examinations**

\* \* \*

#### **3-1.4 Reasonable Accommodations**

*Civil service staff shall make reasonable accommodations in its application and appraisal process for a person with a disability who makes a reasonable request for accommodation in advance. Civil service staff may offer an alternative evaluation method for a person with a disability if the person is unable to participate in the regular appraisal process. Civil service staff is not required to make an accommodation that would cause undue hardship.*

\* \* \*

## **3. DEFINITIONS**

### **A. Civil Service Commission Rule Definitions**

1. *Applicant means a person who requests to participate in an appraisal process.*
2. *Disability*
  - (a) *Disability means any of the following:*
    - (I) *A determinable physical or mental characteristic of a person, which may result from disease, injury, congenital condition of birth, or functional disorder, if the characteristic:*
      - (A) *substantially limits one or more of the major life activities of the person, and*

- (B) *is unrelated to (1) the person's ability to perform the duties of a particular job or position or (2) the person's qualifications for employment or promotion.*
- (2) *A history of a determinable physical or mental characteristic described in subsection (a)(1).*
- (3) *Being regarded as having a determinable physical or mental characteristic described in subsection (a)(1).*
- (b) **Disability** *does not include either of the following:*
- (1) *A determinable physical or mental characteristic caused by the current illegal use of a controlled substance by the person.*
- (2) *A determinable physical or mental characteristic caused by the use of alcohol by the person if that physical or mental characteristic prevents the person from performing the duties of the person's job.*
3. **Unrelated to the person's ability** *means, with or without accommodation, a person's disability does not prevent the person from performing the duties of a particular job or position.*

## **B. Additional Definitions as used in this Regulation**

1. **Accommodation coordinator** means the (1) appointing authority, (2) person designated by an appointing authority to administer the processing of reasonable accommodation requests, or (3) accommodation coordinator's designee.
2. **Qualified employee** means an employee with a disability who can perform the essential functions of a position, with or without reasonable accommodation.
3. **Reasonable accommodation** means a modification or adjustment of the work environment for a qualified employee. An accommodation that would cause undue hardship to an appointing authority is not a reasonable accommodation.
4. **Undue hardship** means significant difficulty or expense. Undue hardship includes, but is not limited to, the following:
  - a. The person poses a direct threat to the health or safety of the person or others in the workplace that cannot be removed by accommodating the person.
  - b. The accommodation would require the alteration of a program or position.

## 4. **STANDARDS**

### A. **Submitting Accommodation Requests for Employees.**

1. Each appointing authority shall designate an accommodation coordinator to process accommodation requests. Employees or their designees should submit accommodation requests directly to the accommodation coordinator. If a request is made to someone else, such as a supervisor or manager, the recipient must promptly notify the accommodation coordinator of the request.
2. To facilitate the interactive process and ensure understanding of relevant facts, an employee seeking an accommodation should submit a completed Disability Accommodation Request and Medical Statement Form (CS-1668) to the accommodation coordinator.
3. The employee has the burden of demonstrating that he or she (1) has a disability and (2) can perform the essential functions of the job, with or without accommodation.

### B. **Submitting Accommodation Requests for Applicants.**

An applicant needing an accommodation for any portion of an application, appraisal, or selection process may follow the procedures for requesting an accommodation found in Regulation 3.11 [Written, Electronic, and Other Appraisal Method Administration].

### C. **Processing Accommodation Requests.**

1. After receiving notice of an employee's accommodation request, the accommodation coordinator shall promptly:
  - a. Ensure that Section I of a CS-1688 form describing the request is either (1) provided by the employee or a designee or (2) completed by the accommodation coordinator.
  - b. Verify that the employee has a disability, as defined in the Civil Service rules and regulations.
  - c. Verify the essential functions of the relevant position.
  - d. Review the information provided and consult with the employee to ascertain the precise limitations, possible accommodations, and their potential effectiveness.
  - e. If necessary, require the employee to provide (1) a completed Section II of a CS-1668 form or (2) other sufficient medical certification of the disability and functional limitations.
  - f. If necessary, consult with external resources and request additional medical documentation of limitations requiring accommodations.
  - g. Provide a final, written decision on the Response to Disability Accommodation Request Form (CS-1669). The response must describe the recommended accommodation or provide an explanation for the denial of the request.

2. Civil Service and appointing authorities shall accommodate a person with a disability, unless the accommodation would cause an undue hardship.
3. After a final decision is issued, the accommodation coordinator shall:
  - a. Provide a copy of the CS-1669 to the employee.
  - b. Have the employee complete and sign the relevant portions of the CS-1669.
  - c. If applicable, arrange implementation of the approved accommodation.
4. Completed Civil Service forms and medical documentation related to the accommodation request must be maintained consistent with state retention schedules.

**D. Evaluating a Reasonable Accommodation.**

The accommodation coordinator or designee may use the Evaluation of Disability Accommodation Form (CS-1670) or another effective process to evaluate the effectiveness of implemented accommodations thereafter.

**E. Appeal of Final Decision.**

If the employee is dissatisfied with the response of the accommodation coordinator or the accommodation coordinator fails to issue a final response within 8 weeks, the employee may appeal the final decision of the accommodation coordinator through the appropriate grievance procedure.

**F. Approved Alternative Forms.**

An appointing authority may use alternative forms approved by the State Personnel Director.

**CONTACT**

Questions regarding this regulation should be directed to the Office of the General Counsel, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; or by telephone, at 517-373-3024.