



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: SEPTEMBER 8, 2025**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REASONABLE ACCOMMODATION FOR EMPLOYEES WHO HAVE BEEN INJURED ON THE JOB (VI-04)

ISSUE:

Approve revisions to the Reasonable Accommodation for Employees Who Have Been Injured On The Job Policy (VI-04).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Reasonable Accommodation for Employees Who Have Been Injured On The Job Policy (VI-04).

BACKGROUND:

The Reasonable Accommodation for Employees Who Have Been Injured On The Job Policy (VI-04) was last revised in November 2012. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Reasonable Accommodation for Employees Who Have Been Injured On The Job Policy (VI-04) has been updated to ensure continued compliance with reasonable accommodation requests for individuals who have sustained job-related injuries with permanent work restrictions and who are in need of accommodations to perform the essential functions of their regular duties.

Key revisions include clarifications regarding guidelines for timely response, handling, and responsibility of the employee when it comes to contact with the Human Resources Department.

Additionally, the policy now includes clearer language on the interactive process. It defines the Interactive Process as a discussion, which may include an in-person or virtual meeting to engage in dialogue regarding the potential need for reasonable accommodation.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Tricia Audoma, Workers' Compensation Claims Supervisor

Attachments:

Reasonable Accommodation for employees who have been injured on the job Policy(VI-04)