



Human Resources Board

City of Arts & Innovation

TO: HUMAN RESOURCES BOARD **DATE: May 4, 2026**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REASONABLE ACCOMMODATIONS POLICY FOR QUALIFIED APPLICANTS AND EMPLOYEES WITH DISABILITIES

ISSUE:

Approve revisions to Reasonable Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Reasonable Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7).

BACKGROUND:

The Reasonable Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7) 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 Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7) has been updated to ensure that equitable, consistent, and timely decisions are made to provide reasonable accommodations to qualified applicants and employees with disabilities.

Key revisions include streamlining the policy language by ensuring clarity and conciseness. Additionally, there is added language to indicate that all employees and applicants are protected from retaliation for requesting an accommodation, participating in the interactive process, or otherwise exercising their right under the corresponding laws, ADA and FEHA.

The Reasonable Accommodation Request form, which is enclosed in the policy, was also amended by adding an acknowledgment section for employees/applicants to acknowledge the following:

1. *The City will engage in an interactive process to evaluate my request.*
2. *Additional medical documentation may be required if the disability or need for accommodation is not obvious.*
3. *Approval of accommodation depends on the essential functions of my position and whether the accommodation would create an undue hardship.*
4. *Approved accommodation may be temporary and subject to periodic review.*
5. *Medical information will be kept confidential in accordance with state and federal law.*
6. *A City of Riverside representative may contact you to request additional information necessary to assess and or verify your request for reasonable accommodation.*

The request form was also amended by adding if the requesting party is an employee or applicant, added supervisor name and contact information, and added work location (if employee). Further additions to the request form include a medical documentation section to inform the requestor that the City may require medical documentation when the disability is not obvious

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Adriana Parga, Employee Relations Officer

Attachments:

Reasonable Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7).