


<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 15
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Request for Reasonable Accommodations	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Amy Morrison, B.S. Human Resources Manager	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) will provide reasonable accommodations to employees with a disability in compliance with all federal and state laws, including the Americans with Disability Act (ADA) and Michigan's Persons with Disabilities Civil Rights Act.

**STANDARDS:**

- A. LCCMH will review all employee requests for accommodations.
- B. LCCMH will follow all applicable laws when approving or denying requests for accommodations.

**PROCEDURES:**

- A. An employee will submit an accommodation request in writing along with supporting documentation to their Supervisor as soon as they are aware of the need for an accommodation. The Supervisor will forward the request to the Human Resources department.

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- B. LCCMH will contact the employee within four business days after the accommodation request is received to begin discussing the request.
- C. All final decisions regarding requests for reasonable accommodations will be issued within 60 business days after sufficient medical documentation or assessment is received.
- D. A person with a disability may only allege a violation against LCCMH regarding failure to accommodate under the Michigan Persons with Disabilities Civil Rights Act if the employee notifies LCCMH in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known an accommodation was needed.

**REFERENCES:**

“Persons with Disabilities Civil Rights Act”, Act 220 of 1976 as amended (Michigan Compiled Laws Sections 37.1101 - 37.1607), formerly known as the Michigan Handicappers’ Civil Rights Act.

American with Disabilities Act (ADA) of 1990.

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This policy supersedes  
#03/08011 dated 03/18/2008.  
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