

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 15
SECTION Personnel		DESCRIPTION Request for Reasonable Accommodations	
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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) provides 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 reviews all employee requests for accommodations.
- B. LCCMH follows all applicable laws when approving or denying requests for accommodations.

PROCEDURES:

- A. An employee submits 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 forwards the request to the Human Resources department.
- B. LCCMH contacts the employee within four business days after the accommodation request is received to begin discussing the request.

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- C. All final decisions regarding requests for reasonable accommodations are 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.

AM:lr

Supersedes: #03/08011 dated 03/18/2008