

As an employee, you will be expected to follow this policy in your dealings with clients, visitors, and fellow employees. If you have any problems or concerns regarding the County's equal opportunity policy, please contact your supervisor or the Human Resources or County Manager.

Americans With Disabilities Act (ADA)

Irwin County complies with the **Americans with Disabilities Act (ADA)** and applicable Georgia law.

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Irwin County to comply with all Federal and state laws concerning the employment of persons with disabilities.

It is County policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Irwin County will reasonably accommodate qualified individuals with temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Procedure for reasonable accommodation requests:

- Employee advises supervisor of the need for accommodation. Employee completes a Request for Accommodation form and gives it to his or her supervisor.
- The accommodation request will be discussed with the employee and the employee's manager(s).
- The employee may be required to provide documentation supporting a disability, including medical certification.