

The City of Hamilton must comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), both of which will prohibit discrimination on the basis of disability. In compliance with both Acts, the City of Hamilton will provide reasonable accommodation to a qualified individual with a disability unless the accommodation would impose an undue hardship.

INDIVIDUAL WITH A DISABILITY

The ADA defines an individual with a disability as a person who:

- Has a physical or mental impairment that substantially limits one or more of the major life activities;
- Has a record of such an impairment;
- Is regarded as having such an impairment.

QUALIFIED INDIVIDUAL WITH A DISABILITY

A qualified individual with a disability is an individual:

1. Who meets the skills, experience, education , and other job-related requirements of the position held or desired;
2. Who, with or without reasonable accommodation, can perform the essential functions of the job.

REASONABLE ACCOMMODATION

Reasonable accommodation is an adaptation that removes a barrier so that a qualified individual with a disability can have access to a job, program, activity or service. Examples include:

- Accommodations that are needed to ensure equal opportunity in the application process;
- Accommodations that enable individuals with disabilities to perform the essential functions of the position held or desired;
- Accommodations that enable employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by employees without disabilities.

WHEN TO REQUEST A REASONABLE ACCOMMODATION

Reasonable accommodation can be requested in the application, testing, or interviewing process; after and individual is hired; etc. Each request for reasonable accommodation is reviewed independently. Specific examples may include:

- Reading an examination or providing it in large print for an applicant with a vision impairment.
- Providing an amplification device on the phone receiver for an employee with a hearing impairment.
- Purchasing special computer equipment for an employee with a vision impairment.

HOW TO REQUEST A REASONABLE ACCOMMODATION

When applying for an examination or position, a **Request for Reasonable Accommodation Form** can be requested from Civil Service and Personnel Department or printed from the City's website at: <https://www.hamilton-city.org/>

General questions regarding reasonable accommodation or the Americans with Disabilities Act (ADA) can be directed to the Director of Civil Service and Personnel, City of Hamilton, 345 High Street, Hamilton, Ohio 45011 (513) 785-7030