

**AIRPORT COMMISSION
SAN FRANCISCO INTERNATIONAL AIRPORT
CITY AND COUNTY OF SAN FRANCISCO**

**EMPLOYEE INFORMATION SHEET REGARDING SF AIRPORT COMMISSION
REASONABLE ACCOMMODATION PROCESS**

The federal Americans with Disabilities Act (ADA) and California's Fair Employment and Housing Act (FEHA) prohibit discrimination, including harassment and retaliation, against qualified employees on the basis of disability. In accordance with the law, it is the policy of the City and County of San Francisco to provide equal employment opportunities to employees with disabilities. To ensure equal employment opportunity, the City will provide reasonable accommodation to the known physical or mental disability of a qualified individual, unless to do so would pose an undue hardship or a direct threat to the health or safety of others.

WHO IS PROTECTED?

The law protects employees with **disabilities** who are **otherwise qualified** for the positions they hold, and can perform the **essential functions** of those jobs with or without **reasonable accommodation**.

A person with a **disability** is an individual who:

- has a physical or mental impairment that limits a major life activity; or
- has a record of such an impairment which is known to the employer, or
- is regarded by the employer as having, or having had, such an impairment; or
- is regarded by the employer as having, or having had, a disorder or condition that has no present disabling effect, but that may become a disability.

Impairments that require special education or related services are also disabilities.

A disabled employee is **otherwise qualified** if he or she meets the necessary prerequisites of the job, such as licenses, skill, experience, education, training, work experience and other job-related requirements.

Essential Functions are fundamental job duties of a position. They do not include marginal duties.

A **reasonable accommodation** is a modification or adjustment to a job, employment practice, or work environment that enables a qualified individual with a disability to enjoy equal employment opportunity. Examples of reasonable accommodation include, but are not limited to, making existing facilities accessible, acquiring equipment or devices, providing qualified readers, modifying work rules, or transfer to a vacant position.

HOW DO YOU REQUEST REASONABLE ACCOMMODATION (RA)?

- To request accommodation, you must notify your supervisor, personnel officer, RA coordinator, or department head. **As a general rule, it is your responsibility to inform your employer that an accommodation is needed.** Your request may be made verbally or in writing. Once you have made your need for accommodation known, you will be provided with two forms:

1. Request for Reasonable Accommodation; and 2. Medical Authorization and Release. You **must** complete and return these forms to your departmental RA coordinator in order for your request to be processed.

- Once you have completed these two forms; the RA coordinator will determine if you are a qualified individual with a disability and, if so, the effectiveness of any proposed reasonable accommodation. During this process, the RA coordinator will meet with you to discuss your accommodation request and will update you periodically in writing regarding the status of your request.
- Unless your disability is obvious, your health care provider must submit a Health Care Provider Certification Form and Essential Functions Guide, which will be sent to your health care provider once you have submitted a signed Medical Authorization and Release form. All medical-related information shall be confidential, provided only on a need-to-know basis
- To ensure that the reasonable accommodation process is completed as quickly as possible, please be sure that any completed forms are accurate and legible and returned as soon as possible.
- Throughout this process you may be represented by your union representative, attorney or any other third party.
- It is your responsibility to inform your supervisor or RA coordinator should either your condition or the nature of your job change, such that any accommodation provided needs to be modified or is no longer necessary.

COMPLAINT PROCEDURE

Should a dispute arise regarding the reasonable accommodation process, you may file a complaint with the City's Human Resource Director, whose decision is subject to review by the Civil Service Commission.

You may also file a discrimination complaint with any of the following:

- the Airport Commission's DEI Office or the City's EEO Office; your
- union under the employee grievance procedure;
- California's Department of Fair Employment and Housing ("DFEH");
- the federal Equal Employment Opportunity Commission ("EEOC").

RESOURCES

- Airport Commission's DEI Office, 650-821-3596
- City's EEO Division, DHR, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103; 415-557-4832 or 415-557-4838, TDD 415-775-9484; www.sfgov.org
- DFEH, 1515 Clay Street, Suite 701, Oakland, CA 94612, 510-622-2973; TTY 1-800-700-2320; www.dfeh.ca.gov
- EEOC, 350 The Embarcadero, Suite 500, San Francisco, CA 94105, 1-800-669-4000; TTY 1-800-669-6820; www.eeoc.gov