

Number: AS-PT-07-004

Issue Date: 08/27/2007

Authorized Signature _____

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify): _____

Policy/Rule Title:	Reasonable Accommodation		
Policy/Rule Number(s):	AS-060-034	Release No:	2.0
Effective Date:	08/22/2007	Expiration:	N/A
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_034.htm		

Discussion/Interpretation: To ensure provisions are made for reasonable accommodations for both employees and job applicants, including recruitment, hiring, promotion, and retention of employees with disabilities.

Implementation/Transition Instructions: DHS Managers statewide need to review this policy (and referenced procedures) with their staff.

Training/Communication Plan: This policy transmittal provides formal announcement of the policy. Training will be provided via the appropriate avenues as listed in the policy.

Local/Branch Action Required: DHS Managers are to review policy with staff.

Central Office Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by: DHS Human Resource Managers, Human Resource Analyst, ADA Committee, and Department of Justice

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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