Reasonable Accommodation Policy

Policy

The Trindel Insurance Fund (hereafter referred to as the "Fund"), provides employment-related reasonable accommodations to qualified individuals with disabilities within the meaning of the California Fair Employment and Housing Act and the Americans with Disabilities Amended Act.

Procedure

1 Request for Accommodation
An employee who desires a reasonable accommodation in order to perform essential job functions should make such a request in writing to the Department Supervisor and Executive Director. The request must identify: 1) the job-related functions at issue; and 2) the desired accommodation(s).

2. Reasonable Documentation of Disability
Following receipt of the request, the Department Supervisor and Executive Director may require additional information, such as reasonable documentation of the existence of disability.

3. Fitness for Duty Examination
The Fund may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation. The Fund may also require that Fund-approved physician conduct the examination.

4. Interactive Process Discussion
After receipt of the results of a reasonable documentation of disability and/or a fitness for duty report, the Fund will arrange for a discussion, in person, or via telephone conference call, with the employee, and his or her representative, if any. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations.

5. Case-by-Case Determination
The Fund determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The Fund will not provide accommodation(s) that would pose an undue hardship upon the Fund's finances or operation, or that may endanger the health or safety of the employee or others. The Fund will inform the employee of the decision as to reasonable accommodations in writing.