

MEMORANDUM

REVISION 35 SERIES C

TO: Holders of CSA Rule Books
FROM: Career Service Board
DATE: January 23, 2009
SUBJECT: Revision to Career Service Rules

The Career Service Board has approved the revision of Career Service Rule 5-84. This change was required in order to make the language in the rule consistent with language in the recently amended Americans with Disabilities Act. The effective date of this revision is January 1, 2009.

| | <u>Page Number</u> | <u>Issuance Dates</u> |
|----------------|---------------------------|------------------------------|
| Remove | 5-12 | January 23, 2001 |
| Replace | 5-12 | January 23, 2009 |

PLEASE INSERT IN YOUR RULE BOOK AS SOON AS POSSIBLE. THANK YOU.

5-82 Effect on Status (Eff. Date: 7-11-94)

A reassignment in no way affects the status of the employee involved.

5-83 Reassignment to a Part-Time Position or to a Limited Position (Eff. Date: 7-11-94)

- a) To a part-time position: An employee may be reassigned from a full-time position to a part-time position only if the employee consents to the reassignment.
- b) To a limited position: An employee may be reassigned from an unlimited position to a limited position only if:
 - 1) the employee consents to the reassignment, or
 - 2) the employee is granted a leave without pay from the original position for the duration of the reassignment.

5-84 Reasonable Accommodations for Individuals with Disabilities Policy
(Effective January 1, 2009; Rules Revision Memo 34C)

It is the policy of the Career Service Authority to provide equal employment opportunity to individuals with disabilities. This rule is intended to comply with and be interpreted consistently with the Americans with Disabilities Act of 1990 ("ADA"), as amended.

A. Disability Discrimination

No appointing authority, official, supervisor or employee shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, or other terms, conditions, or privileges of employment.

B. Reasonable Accommodation

A department or agency shall provide a reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless it can be demonstrated that the accommodation would impose an undue hardship on the operation of the agency or department.

C. Qualification Standards and Direct Threat

It is not a violation of this policy for CSA to apply qualification standards, tests, or selection criteria or for an agency or department to apply selection criteria that screen out or tend to screen out or otherwise deny a job or benefit to an individual with a disability if such standards, tests, or selection criteria have been shown to be job-related and consistent with business necessity, and such performance cannot be accomplished by reasonable accommodation.