

SOUTHEAST ARKANSAS WORKFORCE DEVELOPMENT BOARD

P. O. BOX 6806, PINE BLUFF, AR 71611

Phone (870) 536-1971 Fax (870) 536-7718

Website: southeastarkansas.org/services/workforce/

Approved/Amended Date: _____

Reasonable Accommodation Policy

Purpose

The purpose of this policy is to provide guidance for individuals requesting accommodation(s) to participate in Workforce Innovation and Opportunity Act (WIOA) services and for Southeast Arkansas Economic Development District (SEAEDD) employees to perform his or her required job responsibilities.

Policy

SEAEDD understands its obligation to provide reasonable accommodations that will aid participants in accessing and receiving services, and that will aid employees and applicants for employment to secure and maintain employment. The SEAEDD will provide reasonable accommodation(s) in accordance with state and federal laws and regulations.

The following procedures will be used to process reasonable accommodations:

WIOA Participant

1. Any WIOA Participant that is in need of a reasonable accommodation(s) must make his or her request to either the Resource Coordinator, Career Advisor, or EO Officer in person, in writing, email, by phone, or other.
2. Following the receipt of the reasonable accommodation(s) request, the Resource Coordinator or Career Advisor will inform the WIOA Regional Manager and the EO Officer of the request.
3. The EO Officer will contact the participant for clarification on the request and determine if the request can be granted as requested or if a reasonable substitute will meet the accommodation.
4. The EO Officer and the WIOA Regional Manager will work together to provide the needed accommodation(s).

SEAEDD Employee

1. Any SEAEDD Employee that is in need of a reasonable accommodation(s) must make his or her request known in person, in writing, email, by phone, or other to his or her immediate supervisor, Human Resource Manager, or to the EO Officer.
2. The EO Officer will contact the employee for clarification on the request and determine if the request can be granted as requested or if a reasonable substitute will meet the accommodation.
3. The EO Officer, Employee Supervisor, and the Human Resource Manager will work together to provide the needed accommodation(s).

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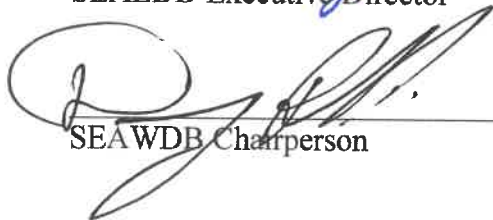
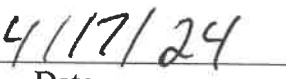
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Approved:

 _____ CEO Chairperson	 _____ Date
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 _____ SEAEDD Executive Director	 _____ Date
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 _____ SEAWDB Chairperson	 _____ Date
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Amended:

_____ CEO Chairperson	_____ Date
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_____ SEAEDD Executive Director	_____ Date
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_____ SEAWDB Chairperson	_____ Date
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