

## Rivers East Workforce Development Board

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RIVERS EAST LA ISSUANCE 2021-15

**SUBJECT:** RIVERS EAST SERVING DISABLED INDIVIDUALS POLICY

**PURPOSE:** This issuance replaces Region Q LA Issuance 2017-03 and provides updates to the policy.

**ACTION:** Service providers should review the policy for updates and implement accordingly.

**EFFECTIVE DATE:** July 1, 2021

  
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Jennie Bowen  
Workforce Development Director

Attachment

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Serving: Beaufort County • Bertie County • Hertford County • Martin County • Pitt County

Mid-East Commission • Workforce Development Department  
"Committed Equal Opportunity Employer/Programs"

"Auxiliary aids and services are available upon request to individuals with disabilities." Relay numbers for the Hearing Impaired: (TT) 1-800-712-6600 (voice) 1-800-735-8262  
[www.mideastcom.org](http://www.mideastcom.org)

## Rivers East Serving Disabled Individuals Policy

The Rivers East Workforce Development Board and the NCWorks Career Centers prohibit discrimination against individuals with disabilities. In addition, each staff member should provide reasonable accommodations to those individuals unless that accommodation would impose an undue hardship on the Board and/or NCWorks Career Center.

The Board will conduct its employment processes to avoid discriminating against any qualified individual with a disability. The term 'employment processes' will encompass all aspects of the employment relationship including, but not limited to, recruiting, hiring, advancement, lay-off, training, benefit coverage and compensation. A 'qualified individual with a disability' is a disabled person who (a) has the required skills, experience, education, and job-related requirements; and (b) with or without reasonable accommodation can perform the essential job functions.

The Board and the NCWorks Career Centers are committed to making a 'reasonable accommodation' for a disability unless doing so would impose an undue hardship on customer service, on other employees or departmental operations, or the Board's financial resources. The term 'undue hardship' will be evaluated in a manner consistent with current EEO guidelines including all federal, state, and local laws.

Candidates for employment and advancement will be considered based on demonstrated qualifications. Candidates will not be screened out in anticipation of medical restrictions or the potential needs for accommodation. Candidates with obvious physical impairments will be asked how they would do the job in question, but will also be told that on-the-job accommodations will be considered as a possibility later in the decision making process. Service Providers should provide the same level of consideration when hiring contract staff as well as when providing Title 1 services to customers.

If known physical limitations exist, the job in question will be analyzed to determine 'essential' versus 'marginal' functions. Potential accommodation questions, including the possibility of reassigning marginal functions, will be addressed on a case-by-case basis involving the Center Manager, the Workforce Development Director, and the EO Officer; and where applicable, the employee/applicant. If an employee/applicant is rejected because an accommodation(s) was not considered feasible, the circumstances will be documented in writing and forwarded to the EO Officer.

Any complaints or grievances should follow the Rivers East Local Area WIOA EO Complaint Policy.