

Region Q Workforce Development Board

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www.regionqwdb.org

Region Q LA Issuance 2017-03

SUBJECT: EO Policy/Serving Disabled Individuals

PURPOSE: To replace Issuance 2014-02 and reflect the change to WIOA. This issuance transmits policy and provide guidance on accommodations for disabled individuals.

ACTION: NCWorks Center staff, WIOA operators and other subrecipients are to adhere to the attached policy in serving disabled individuals.

EFFECTIVE DATE: May 2, 2017

A handwritten signature in black ink that reads "Jennie Bowen".

Jennie Bowen
Workforce Development Director

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

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

EO Policy/Serving Disabled Individuals

It is the policy of the Region Q WDB and our NCWorks Centers to prohibit discrimination against disabled individuals and to provide reasonable accommodations to those individuals unless that accommodation would impose an “undue hardship” on the NCWorks Centers.

- 1. The Region Q WDB will conduct its employment processes so as 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.**
- 2. The Region Q WDB and our NCWorks Centers are committed to making a “reasonable accommodation” for a disability unless doing so would impose an undue burden on customer service, on other employees or departmental operations or the WDB’s financial resources. The term “undue burden” will be evaluated in a manner consistent with current law and EEO guidelines.**
- 3. 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 need 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.**
- 4. 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 and, where applicable, the applicant/employee. If an applicant/employee is rejected because an accommodation(s) was not considered feasible, the circumstances will be documented in writing.**