



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street • Suite 3050 • Sacramento, CA 95811

To: Chair Silver, Commissioners Baker, Ortiz, Wilson, and Wood

From: Jue Wang, PhD, Acting Chief of Admin

Subject: Updated Commission's Reasonable Accommodation Policy

Date: April 15, 2024

Recently enacted Assembly Bill 313 amends a statute that requires all state agencies to adopt an effective equal employment opportunity program that must include a reasonable accommodation policy. The Commission has a reasonable accommodation (RA) policy that was adopted in September 2007. The current policy complies with AB 313 and existing state and federal laws; however, some modifications would be necessary to improve and simplify the Commission's reasonable accommodation process.

We recommend modifying the Commission's existing RA policy to clarify and simplify the RA process. Specifically, the recommended RA policy would: (1) add background information about relevant law regarding the RA process, specifically California's Fair Employment and Housing Act (FEHA) and the federal Americans with Disabilities Act (ADA); (2) simplify the documentation process, beginning with notice to the immediate supervisor, EEO Officer and Executive Director through the processing of RA requests by the immediate supervisor and the Administrative Division Chief; (3) clarify the role of the Administrative Division Chief, who would have primary responsibility for obtaining relevant facts and documents and responding to the requesting employee; and (4) providing a website link to the U.S. Equal Employment Opportunity Commission (EEOC), which provides "Guidance on Reasonable Accommodation and Undue Hardship under the ADA."

Attachment:

Recommended Draft of Reasonable Accommodation Policy