


<p style="text-align: center;">MISSOURI DEPARTMENT OF TRANSPORTATION</p>  <p style="text-align: center;">PERSONNEL POLICY MANUAL</p>	Chapter Title Employment		
	Policy Title Disability Accommodations		
	Policy Number 0506	Page 1 of 2	Effective Date October 15, 2024
Approved By Ashley Halford, Human Resources Director, Signature on File	Supersedes Policy Number 0506	Page 1 of 2	Prior Effective Date June 1, 2021

POLICY STATEMENT

The department is committed to equal opportunity, including employment of individuals with disabilities as defined in the Americans with Disabilities Act and Missouri Human Rights Act. It is the department’s intent to provide applicants and employees who have disabilities and are able to safely perform the essential functions of a particular position, with or without reasonable accommodation, employment opportunities, when possible.

PROVISIONS / REQUIREMENTS

1. The department will make individual assessments of employees’ or applicants’ abilities to determine if requested reasonable accommodation(s) can be provided to applicants and employees with disabilities without creating an undue hardship upon the department. However, the department will not eliminate essential job functions or create unneeded positions to accommodate such applicants and employees.

2. Full-time and permanent part-time employees who experience an injury, illness, or condition, either on or off the job, which results in a disability that makes them unable to perform the essential functions of their current job may be considered for other job vacancies provided that:
 - A. They meet the minimum education and experience requirements of the vacant position.

 - B. They meet performance expectations in the position held at the time they incurred the injury, illness, or condition.

- C. They are capable of performing the essential functions of the vacant position, with or without reasonable accommodation.

The department will seek to hire the most qualified candidate for every job.

3. When an employee with a disability is unable to perform the essential functions of their position and accepts another position, the employee's salary will be determined by the employee's education, relevant experience, and department service. Salary relativity of other employees may be a consideration in determining the proposed rate of pay.
4. An employee with a disability who is unable to perform the essential functions of their position may use accrued sick leave, annual leave, and compensatory time. The employee may also be eligible for Family and Medical Leave Act (FMLA) leave, ShareLeave, and/or extended sick leave. Refer to Personnel Policies 3500, "Sick Leave," 3001, "Annual Leave," 3512, "Family and Medical Leave," 3511, "ShareLeave Program," and 3501, "Extended Sick Leave." If the employee has not obtained another position within MoDOT, has exhausted all available leave options, and is still unable to return to their previous position, the employee will be released from employment.
5. Request for Job Modification

Employees may complete the Request for Job Modification form including the Medical Release, and their health care provider completes the Medical Certification form. This form should be submitted to Human Resources for review. Recertification may be required by the department annually.

CROSS REFERENCES

[Personnel Policy 3001, "Annual Leave"](#)

[Personnel Policy 3500, "Sick Leave"](#)

[Personnel Policy 3501, "Extended Sick Leave"](#)

[Personnel Policy 3511, "ShareLeave Program"](#)

[Personnel Policy 3512, "Family and Medical Leave"](#)

FORMS

[Request for Job Modification](#)