Americans with Disabilities Act and Reasonable Accommodation Policy  
CCC-HR-07  
Effective Date: May 9, 2019

**Purpose**  
The purpose of this policy is to set forth policy and procedures in accordance with the provisions of the Americans with Disabilities Act while maintaining a safe, secure, and humane environment for the Ohio Casino Control Commission (“Commission”) employees.

**Scope**  
This policy applies to all Commission employees (full-time permanent, part-time permanent, part-time temporary, intern and intermittent).

1.0 Definitions  

A. **Americans with Disabilities Act (“ADA”)** – Federal law that affords protections to individuals with disabilities, as described in 42 USC §12201 et seq.

B. **Disability** – Pursuant to 42 USC §12102, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or, being regarded as having an impairment.

2.0 Policy  
It is the policy of the Commission to comply with the requirements of the ADA.

3.0 Procedures  

A. The Operations Division, in conjunction with the Legal Division, shall be responsible for monitoring and assisting staff in assuring compliance with the ADA and shall provide training of the same.

B. **Employee Request for Accommodation**

   i. Employees who wish to request a reasonable accommodation shall complete and submit an Accommodation Request Form to the Operations Division, marked Attention: Confidential HR. Upon receipt, the Operations Division shall notify the Executive Director, the Deputy Executive Director and the Legal Division.
ii. The Executive Director shall consult with the employee’s immediate supervisor and/or other appropriate staff, including the Operations and Legal Divisions, to determine whether a reasonable accommodation could or can be made and the nature of the accommodation, if any. The Operations Division should be consulted with prior to the purchase of any contemplated equipment.

iii. The Executive Director shall advise the employee, in writing, of the approval or disapproval of their request for an accommodation.

iv. All requests for accommodation shall be evaluated pursuant to the standards and mandates of the ADA.

v. At all times in the process, to the degree feasible in processing the request, the confidentiality of the requesting party’s medical information shall be respected.

Authority
Americans with Disabilities Act, 42 USC 12201 et seq.
R.C. 4112.02
R.C Chapter 3772
Executive Order 2019-03D

Hyperlinks
Accommodation Request Employee Request Form
Accommodation Request Medical Certification

Appointing Authority Approval:  Date:

Policy Number: CCC-HR-07  5/9/19

Revision History Dates
December 4, 2014

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1 If an error occurs while using a hyperlink, please contact the Operations Division.