

City of St. Louis
Office on the Disabled
Accommodations for City Employees

Introduction

The City of St. Louis prohibits discrimination on the basis of race, color, national origin, ancestry, age, disability, religion, sex or sexual orientation, in connection with terms or conditions of employment. The City also prohibits retaliation against an employee who files a complaint and employees who report discrimination or who cooperate or participate in an investigation of a complaint of discrimination.

The Department of Personnel Administrative Regulation No. 103 <http://www.slpl.lib.mo.us/CityHall/Pers/data/reg103.htm> governs all employment complaints related to discrimination, including allegations of discrimination based on disability.

The Office on the Disabled has a different role in helping employees or applicants for jobs who have disabilities. The Office can work with employees or applicants with disabilities and their appointing authorities to work out appropriate accommodations so that the employee or applicant can effectively perform the functions of the job. The Office can also work with employees who seek to transfer from one City job to another when the employee's disability makes it impossible to perform the essential functions of the old job because of and onset of disability. Of course, transfers are only possible when there are suitable job openings.

Procedure

An employee can always informally work with supervisors to set up reasonable accommodations for the employee. Sometimes informal solutions are best. Where the accommodations needed are more than minimal, employees should contact the Office on the Disabled.

Disabled applicants for employment may request accommodations from the Department of Personnel directly. They may also contact the Office to seek accommodations as part of the hiring process.

In either case, the Office will then evaluate whether the employee or applicant has a disability that is recognized by the Americans with Disabilities Act. If so, the Office will communicate with the employee and the appointing authority or Department of Personnel to seek reasonable accommodations to the extent possible.

The Office on the Disabled does not provide appointing authorities with details about an employee's or applicant's disability. It only discloses that the employee or applicant has a disability and so much information as is reasonably necessary to work out reasonable accommodations for the employee.

In order to start the process of seeking reasonable accommodations through the Office on the Disabled, the employee or applicant should submit the ADA Accommodation Intake Questionnaire <http://stlouis.missouri.org/citygov/dhs/disabled/reasonable-accommodations-intake-form-1.pdf> to the Office on the Disabled.

Contact:

Office on the Disabled

City Hall

Room 30 (basement level)

1200 Market St.

St. Louis, MO 63103

Phone: 314-622-3686

Fax: 314-622-4019

Hours: 8 AM – 5 PM M - F

TDD – Answering Machine

314-622-3692

TTY – 314-622-3693

Email Office On the Disabled

<http://stlcin.missouri.org/index/contactelect.cfm?ID=52>

Other information about the Office on the Disabled on our website

<http://stlouis.missouri.org/citygov/dhs/index.html#ootd>