

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
Bureau of Human Resources

October 30, 1995

HUMAN RESOURCES MEMORANDUM 14-95

TO: Agency Heads, Directors of Administrative Services, Agency  
Personnel Officers and Managers, Agency EEO Coordinators,  
Departmental Outplacement Coordinators

SUBJECT: Employees with Disabilities Affected by Bumping

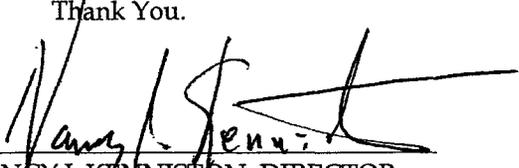
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Following are guidelines for agencies to follow when an employee who requires reasonable accommodation for a disability is bumping into another position.

1. Determine whether the employee can be accommodated in the new position. To make this determination, you must first identify the "essential job functions" to determine if the employee can perform them with or without accommodation. Possible accommodations should be explored with the employee and the supervisor and a determination made whether accommodation is reasonable. If so, the employee will bump into the position.
2. If the agency believes that the employee is not qualified for the position or that accommodations are not reasonable, justification must be submitted to the Bureau of Human Resources with documentation of the agency's attempts to provide reasonable accommodations and reasons those attempts failed.
3. If BHR approves the agency's justification, Steps 1 and 2 must be repeated for the employee's next available bumping option.
4. If all options are exhausted and the employee is unable to be accommodated in any position to which s/he has contractual rights, the Reassignment Provisions in Civil Service Bulletin 8.19 apply. If, under these provisions, an employee is referred to the Bureau of Human Resources for consideration for statewide vacancies, the agency must provide the employee's name, position classification, resume or employment/education background and history of attempts to place the employee within the agency to the Bureau of Human Resources.

If you have any questions regarding these guidelines, please contact Don Wills or Laurel Shippee of my staff. Laurel is also available to provide technical assistance in the determination of essential job functions and/or the provision of accommodations to those agencies that do not have full-time EEO Coordinators.

Thank You.

  
NANCY J. KENNISTON, DIRECTOR  
Bureau of Human Resources