
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

**NUMBER: 205A
EFFECTIVE DATE: 12/04/18
REVISED: 12/04/18
AUTHORITY: BOC
COUNTY MANAGER: PAW**

**SUBJECT: REASONABLE ACCOMMODATION FOR VICTIMS OF DOMESTIC
VIOLENCE**

I. Reasonable Accommodation for Victims of Domestic Violence

A. Policy

It is Storey County's policy to comply proactively with the applicable employment provisions of discrimination laws, including NRS 613, which set forth requirements for employers, absent creating an undue hardship, to provide reasonable accommodation to employees who are victims of domestic violence or whose family or household members are victims of domestic violence. For the purpose of this policy, "family or household members" include the employee's spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act which constitutes domestic violence.

B. Accommodation

1. Whenever a department head or supervisor becomes aware that an employee has a need for an accommodation due to domestic violence, s/he should promptly notify the EEO Officer (Administrative Officer and/or Personnel Director).
2. Upon learning of the employee's need for accommodation due to domestic violence, the EEO Officer shall arrange to meet with the supervisor and the employee to discuss his/her accommodation request, the need for documentation that confirms or supports the reason the employee requires the reasonable accommodations, and the impact of the proposed accommodation on the employer.
3. Reasonable accommodations may include:
 - a. Transfer or reassignment;
 - b. A modified schedule;
 - c. A new telephone number for work; or
 - d. Any other reasonable accommodations which will not create an undue hardship deemed necessary to ensure the safety of the employee, the workplace, the employer or other employees.

C. Prohibitions

The employer will not discharge, discipline, discriminate against, in any manner, or deny employment or promotion to, or threaten to take any such action against an employee because:

1. The employee requested to use hours of leave pursuant to this policy;
2. The employee participated as a witness or interested party in court proceedings related to a domestic violence act;
3. The employee requested accommodation pursuant to this policy; or
4. An act of domestic violence was committed against the employee at the workplace.

II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.