

NOTICE TO EMPLOYEES

REASONABLE ACCOMMODATION

TO QUALIFIED PERSONS WITH A DISABILITY

The State of Hawai'i provides equal employment opportunities for persons with disabilities. Under the law, the State must provide reasonable accommodation for qualified employees with disabilities to perform the essential functions of their job. You have the right to reasonable accommodation in performing the essential functions of your job for a known physical or mental disability in accordance with federal and state laws.

Applicable definitions are as follows:

“Disability” means the state of having a physical or mental impairment which substantially limits one or more major life activities, having record of such an impairment, or being regarded as having such an impairment.

“Essential Functions” means those core duties that are the reason that the position exist. A function can also be essential if the number of other employees available to perform this function is limited and/or the function is highly specialized and the employee is hired for special expertise or ability to perform this function. The term “essential functions” does not include the marginal functions of the position.

“Reasonable Accommodation” means modification or adjustment to a job, the job application process, or the work environment that will enable a qualified job applicant or employee with a disability to perform the essential functions of the job, participate in the application process, or enjoy the benefits and privileges of employment. Reasonable accommodations do not include accommodations that cause significant difficulty or expense to be incurred by the State or that would cause a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.

For more information, you may contact the Department Personnel Office or any one of the following:

DLNR Personnel Office
1151 Punchbowl Street, Room 231
Honolulu, Hawaii 96813
Telephone: (808) 587-0180

Executive Branch Equal Employment Opportunity Office
235 S. Beretania St.
Honolulu, HI 96813
Telephone: (808) 587-1162
E-mail: eeo@hawaii.gov

Disabilities & Communication Access Board
919 Ala Moana Blvd, Room 101
Honolulu, Hawaii 96814
Telephone: (808) 586-8121
Email: dcab@doh.hawaii.gov