



COUNTY OF HUMBOLDT

HUMAN RESOURCES

825 5th Street, Eureka, CA 95501-1153

Personnel Services (Suite 100) Main Line: (707) 476-2349

Risk Management Services (Suite 131) Main Line: (707) 268-3669

DEI & Organizational Development (Suite 131) Main Line: (707) 476-2423

Policy #:	Title:	Effective Date:
	Alternate Service Provision – 825 5 th Street, Eureka, Ca Rooms 100 & 131 Human Resources	Date August 7, 2023 To September 11, 2023

PURPOSE:

To provide a process for alternate service provision at 825 5th Street - Rooms 100 and 131, Eureka for the Human Resources Personnel & Risk Management for people with physical limitations.

Methods of providing services to individuals who have partial or total hearing loss; partial or total vision loss; dyslexia or other learning disabilities that may make reading difficult; or an individual who is regarded as having such a disability are addressed in the county's Effective Communication Policy.

The Human Resources (HR) Department provides assistance to county employees and the public in all areas of Human Resources Management including, but not limited to, recruitment, benefit administration, claims for damages, performance management, personnel transactions, labor relations, Americans with Disabilities Act Title I Compliance, medical leaves, workers compensation, complaint resolution, safety, and training.

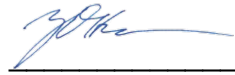
PROCEDURE:

Client/Customer is a qualified person with a disability or is regarded as having such and has requested an alternate service provision for the services provided at 825 5th Street - Rooms 100 and 131, Eureka by the Human Resources Personnel & Risk Management.

- Client/Customer may contact Human Resources at 707-476-2349 or via email at personnel@co.humboldt.ca.us with their request.
- Human Resources staff will coordinate accommodations for the Client/Customer in the following forms:
 - Phone Consultation
 - Zoom Consultation
 - Alternate Site Appointment Arrangement
 - Curbside Pick-Up or Drop Off

- Correspondence via email
- Clients/Customers may also access Human Resources information on the County of Humboldt Human Resources Internet Page at <https://humboldt.gov/317/Human-Resources>.

POLICY APPROVAL:



Zachary O'Hanen
Director of Human Resources

7/31/2023

Date: