

COUNTY OF



ALLEGHENY

**Name Of Policy:**

AP 208 - Pregnant Workers Fairness Act:  
Reasonable Accommodations

**Original Date Issued:**

8/14/2025

**Date(s) Revised:**

TBD: This policy supersedes and replaces  
all previously issued policies related to the  
Pregnancy Worker Fairness Act.

**Issued By Direction Of:**

John Fournier  
County Manager, Allegheny County

**Scope:**

**This policy applies to the following individuals:**

|                               | Applies (X) |   | Applies (X) |
|-------------------------------|-------------|---|-------------|
| Non-Union Full-Time Employees | x           | Contract Employees  | x           |
| Non-Union Part-Time Employees | x           | Temporary Employees   | x           |
| Union Full-Time Employees     | x           | Contractors   | x           |
| Union Part-Time Employees     | x           | Any Person Who Works as an Agent for the County in Any Other Capacity | x           |

## **1. Introduction**

### **1.1 Background**

The Pregnant Workers Fairness Act (PWFA), effective June 27, 2023, is a federal law requiring employers to make reasonable accommodation to the known limitations of a qualified employee or applicant for employment related to pregnancy, childbirth, or related medical conditions, absent undue hardship. This law aims to ensure that pregnant workers are treated equally in the workplace when they need accommodations.

### **1.2 Purpose**

This policy is promulgated to comply with the PWFA and the accompanying regulations, 29 CFR, Part 1636.

### **1.3 Scope**

This policy applies to all County employees and applicants for employment. For the purposes of this policy, Employees are defined as any person who works on behalf of the County whether in regular employment, temporary employment, on a contract basis, or who works as an agent of the County in any capacity.

### **1.4 Compliance/Violations**

Those who violate this policy and these procedures may be subject to disciplinary action in accordance with the Allegheny County Progressive Discipline Policy up to and including termination.

### **1.5 Interpretation**

The authority for interpretation of this policy rests with the Allegheny County Manager and the Director of Human Resources.

### **1.6 Policy Review and Updates**

Allegheny County reserves the right to change this policy at any time.

## **2. Policy**

### **2.1 Policy Statement**

It is the policy of Allegheny County to comply with all federal and state laws concerning the employment of persons with limitations related to pregnancy, childbirth, or related medical conditions and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

### **2.2 Discrimination Prohibited**

It is the policy of Allegheny County not to discriminate against individuals with a medical condition related to pregnancy or childbirth.

### **2.3 Retaliation Prohibited**

Allegheny County prohibits retaliation, harassment and adverse action against any employee or applicant for employment due to their request for accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

## 2.4 Accommodations

Allegheny County will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, including leave from work.

## 2.5 Leave as an Accommodation

An employee on approved PWFA Leave is required to substitute accrued paid leave for unpaid PWFA leave in the following order: sick days, vacation days, personal days and then compensatory time if available. Ten days of accrued paid leave may be reserved. Sick days are only required to be used if the leave is taken for the employee's own illness. The unpaid PWFA leave and the substitution of paid leave and compensatory time will run concurrently.

## 2.6 Outside or Supplemental Employment

Employees may not perform outside or supplemental work during the same hours the employee would be scheduled to work for Allegheny County while on paid or unpaid leave.

# 3. Procedures

## 3.1 Accommodation Requests

Employees seeking accommodations for pregnancy-related limitations should inform their supervisor, or other department designee or the Department of Human Resources. Employees should also contact UPMC WorkPartners at 1-855-396-8762 if the accommodation could include leave from work.

## Applicant Accommodation Requests

Applicants seeking accommodations for pregnancy-related limitations should contact the hiring department or the Department of Human Resources.

Requests should include an explanation of the pregnancy-related limitations and, if known, the accommodations being sought.

## 3.2 Documentation

In limited circumstances, the individual may be requested to submit a statement from a health care provider confirming the health condition and describing the accommodation needed.

## 3.3 Interactive Process

Allegheny County will engage the employee or applicant for employment in the interactive process to discuss effective accommodation options. Approval of reasonable accommodations will be determined on a case-by-case basis as a result of information obtained through the interactive process.

# 4. Questions/Contact Information

Questions concerning this policy should be directed to:

Allegheny County Department of Human Resources: Employee Relations  
Suite 920, City-County Building

414 Grant Street  
Pittsburgh, PA. 15219  
Phone: 412-350-6940

## **5. Miscellaneous**

### Charges of Discrimination

You have a right to file a charge alleging violations of the PWFA with the Equal Employment Opportunity Commission.

### Equal Employment Opportunity Commission Pittsburgh Regional Office

William S. Moorhead Federal Building  
1000 Liberty Avenue, Suite 1112  
Pittsburgh, PA. 15222  
Phone: 1-800-669-4000  
TTY: 412-395-5904  
Fax: 412-395-5749  
Filing Time Frame: Up to 300 days from date of alleged occurrence