



ADA/Reasonable Accommodation Process

1. The Employee qualifies for the ADA. An individual with a disability is a person who:
 - a. Has a physical or mental impairment that substantially limits one or more major life activities or major bodily functions,
 - b. Is regarded as having such an impairment, or
 - c. Has a record of such impairment.
2. The Employee notifies his or her Supervisor of the need for accommodation. Alternately, the process can be initiated by the Supervisor if the Supervisor notices the Employee is having difficulty performing the job, and the difficulty is likely caused by a known medical condition or disability.
3. The Supervisor notifies the Human Resources Director.
4. Determine if there is medical documentation or other reliable, objective information to conclude that the Employee has a physical or mental condition that significantly impairs at least one major function. If not, the Employee will be asked to sign a medical release form. The District will then provide the medical release form and a job description to the medical provider and request that the medical provider indicate what major life activities are limited.
5. The Employee, Supervisor, and Human Resources Director meet to discuss the accommodation request and the essential functions of the job. The job accommodation discussion addresses:
 - a. Specific accommodation(s) requested, or accommodation suggestions the District can explore,
 - b. If the accommodation is time sensitive, and why,
 - c. Which job function the Employee is having difficulty performing, or which employment benefit the Employee is having difficulty accessing,
 - d. What limitation is interfering with the ability to perform that job function or access that employment benefit,
 - e. If the Employee is requesting a specific accommodation, how that accommodation will assist the Employee,
 - f. Any additional information that may be useful in processing the accommodation request,
 - g. If the Employee poses a direct threat of substantial harm to self or others, and
 - h. The expected duration of the accommodation.
6. Prior to making the decision, the District may explore whether or not the accommodation requested will create an undue hardship to the District.
7. The Supervisor and Human Resources Director will make a decision as to the reasonable accommodation(s) that will be provided or denied. If the accommodation requested by the Employee is denied, the Employee will be advised. Accommodations other than those requested by the Employee may also be offered.
8. The results of the accommodation decision are documented on the ADA Acknowledgement of Accommodations form, which is signed by all parties. A copy is given to all parties, and the Human Resources Director copy is placed in the Employee's confidential medical file in Risk Management.
9. The accommodations are reviewed if and when the Employee feels that he or she cannot perform the essential functions of the job, the Employee's health provider has modified the Employee's restrictions in any manner, the Employee believes he or she needs different accommodations, the Employee no longer needs accommodations, the expected time frame for the agreed upon accommodations elapses, conditions have changed so that the agreed upon accommodations no longer allow the Employee to perform the essential functions or are no longer considered reasonable accommodations, or periodically as needed to ensure the success of the Employee and the adequate performance of the essential job functions.