

Americans with Disabilities Act for Employees Policy

1. Purpose

The purpose of this policy is to provide guidelines to employees to ensure compliance with the *Americans with Disabilities Act of 1990 (ADA)*, the *Rehabilitation Act of 1973 (Revised)*, and the *Americans with Disabilities Amendments Act (ADAAA)*. The ADA is a federal anti-discrimination statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. The ADA establishes a process in which the employer must assess a disabled individual's ability to perform the essential functions of the specific job held or desired. While the ADA focuses on eradicating barriers, the ADA does not relieve a covered employee or applicant from the obligation to perform the essential functions of the job. To the contrary, the ADA is intended to enable covered individuals to compete in the workplace based on the same performance standards and requirements that employers expect of persons who are not disabled.

2. Definitions

- A. Essential Functions of a Job:** The basic job duties that an employee must be able to perform, with or without reasonable accommodation, to accomplish the job's purpose. If the job description contains the essential functions of the job including physical, behavioral, and minimal qualification requirements, that description will be considered evidence of the essential functions of the job. If the position exists to perform a function, then that function is essential. A function may also be essential if:
- it requires specialized skills or expertise;
 - it requires a significant amount of time;
 - removing the function would fundamentally change the job;
 - there are significant consequences if the function is not performed; or
 - there are a limited number of employees to perform the function.
- B. Major Life Activities:** Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.
- C. Major Bodily Functions:** A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell

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The process of identifying whether, and to what extent, a reasonable accommodation is required involves an interactive process between both the employer and the individual with a disability. Depending on the individual's particular limitations and needs, accommodation solutions may involve equipment changes, workstation modifications, adjustments to work schedules, job restructuring, or assistance in accessing the facility. Of course, the determination of whether an individual is qualified for a particular position is made on a case-by-case basis. No specific form of accommodation is guaranteed for all individuals with a particular disability. A reasonable accommodation is tailored to match the needs and limitations of the disabled individual with the requirements of the job's essential functions, in accordance with ADA parameters.

4.1 Obtaining Accommodations

It is the responsibil



Section II – Medical Professional’s Evaluation

I certify that the employee has a physical, mental, emotional impairment that limits one or more major life activity. The life function affected is:

(circle all that apply)

Caring for oneself, performing manual tasks, walking, seeing, hearing, sitting, speaking, breathing, learning, working, remembering, reasoning, other (please describe)

Indicate the limitations of the employee below

Physical Activity Limitation(s)							
Sitting	Mild	Moderate	Severe	Use of Hands	Mild	Moderate	Severe
Standing	Mild	Moderate	Severe	Right only	Mild	Moderate	Severe
Walking	Mild	Moderate	Severe	Left only	Mild	Moderate	Severe
Bending Over	Mild	Moderate	Severe	Both	Mild	Moderate	Severe
Climbing	Mild	Moderate	Severe	Light Grasping	Mild	Moderate	Severe
Reaching Overhead	Mild	Moderate	Severe	Right only	Mild	Moderate	Severe
Kneeling	Mild	Moderate	Severe	Left only	Mild	Moderate	Severe
Pushing/Pulling	Mild	Moderate	Severe	Both	Mild	Moderate	Severe
Crouching/stooping	Mild	Moderate	Severe	Firm/Strong Grasping	Mild	Moderate	Severe
Lifting or Carrying	Mild	Moderate	Severe	Right only	Mild	Moderate	Severe
10 lbs. or less	Mild	Moderate	Severe	Left only	Mild	Moderate	Severe
11-25 lbs.	Mild	Moderate	Severe	Both	Mild	Moderate	Severe
26-50 lbs.	Mild	Moderate	Severe	Fine motor, right hand	Mild	Moderate	Severe
51-75 lbs.	Mild	Moderate	Severe	Fine motor, left hand	Mild	Moderate	Severe
76-100 lbs.	Mild	Moderate	Severe				
Over 100 lbs.	Mild	Moderate	Severe				

Level of Mental, Emotional, and Sensory Limitation(s)							
Pace of Work	Fast	Average	Below	Reasoning	Mild	Moderate	Severe





**Americans with Disabilities Act (ADA)
Accommodation Evaluation Form**