

# Americans with Disabilities Act (ADA) and Accommodation Requests FAQs

## Reasonable Accommodation Request Process



Disclose disability(ies) to supervisor and notify College's Employee Relations Office



Employee Relations will review request



Employee will be notified of decision by Employee Relations Office

If you have any additional questions, please contact Employee Relations.

The American with Disabilities Act (ADA) allows for "reasonable accommodations" for people with a **qualified disability**. A reasonable accommodation is a modification or adjustment to a job to enable an individual with a disability to have an equal opportunity to successfully perform their job tasks to the same extent as people without disabilities. The ADA requires reasonable accommodations as they relate to enabling a qualified individual with a disability to perform the essential functions of a job. Accommodations are considered "reasonable" if they do not create an undue hardship or a direct threat.

### Who is an "individual with a disability?"

An individual meets the Americans with Disabilities with Act definition act of "disability" that would qualify them for reasonable accommodations if they have "a physical or mental impairment that substantially limits one or more major life activities."

### What are "essential functions?"

In order to be qualified for a position, an employee must be able to perform essential job functions. Essential functions are job duties that are fundamental to the position, they are the reason the job exists. Work location is not generally considered an essential function or job duty.

### Reasonable Accommodation Request Process

Each request for a reasonable accommodation must be considered on a case-by-case basis.

#### Steps:

1. Employee must disclose their disability(ies) to the supervisor and notify the College's Employee Relations Office (emrelations@fscj.edu). This notification should be in writing and include medical documentation indicating the disability(ies) and the proposed accommodation in support of the employee performing the essential functions of their position.
 

**Example:** Email to supervisor and Employee Relations, "My name is Sarah Doe and I am an Administrative Assistant with the Academics Department. I am writing to request a desk riser to assist me in performing the functions of my job. I suffer from degenerative discs in my back and scoliosis. I am required to stand at least every hour to relive the pressure on my back. I am requesting a desk riser for my office. I have included a letter from my treating physician that identifies my condition(s) and diagnosis and recommended accommodation. Please let me know if anything else is needed."
2. Employee Relations will review the documentation and consult with the employee if any additional information is needed.
3. The Employee Relations Office may consult with the supervisor to determine if a requested accommodation is reasonable and could be accommodated without undue hardship. It should be noted that the College, as the employer, will determine what reasonable accommodation is put into place in resolving the functional limitation(s) presented by the disability(ies).
4. Employee will be notified of the decision by the Employee Relations Office.

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## Additional Questions

1. **Can an ADA accommodation request be used to continue to work from home?**

Generally, work location is not considered an essential job function. ADA accommodation requests are meant to allow an employee with a qualified disability to perform the essential functions of their job duties.

2. **Can an ADA accommodation be requested to take care of family member or provide childcare?**

No. An ADA accommodation is for the requesting employee to be able to perform the essential functions and duties of their work assignment.

An employee may be eligible for Family Medical Leave (FML) if they need to provide care for a family member. More information on FML can be found [here](#) or you may contact the Benefits team at [benefits@fscj.edu](mailto:benefits@fscj.edu).

3. **Will my medical information be shared with anyone other than my supervisor or Employee Relations?**

No. Your medical information is confidential, protected information. It is only reviewed by the supervisor and the Employee Relations Office.

4. **Will I get the item I want if I request a specific brand of equipment or service?**

Not necessarily. An accommodation only has to be effective in resolving the disability concerns and reasonable. While the Employee Relations Office will take into consideration a specific brand or service, a comparable brand or service may be provided.

**If you have any additional questions, please contact Employee Relations at [emprelations@fscj.edu](mailto:emprelations@fscj.edu).**