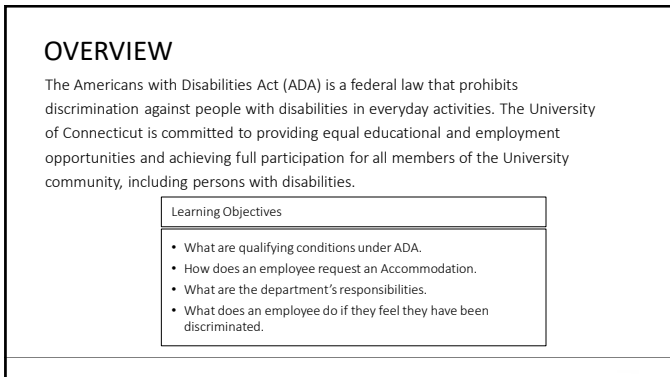


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WHAT IS A DISABILITY UNDER THE ADA?

Under the ADA, an individual with a disability is any person who:

- Has a physical or mental impairment that substantially limits one or more major life activities
- Has a record of such an impairment
- Or is regarded as having such an impairment.


4

What are examples of qualifying conditions under ADA?

- Cancer
- Diabetes
- Post-traumatic stress disorder
- HIV
- Autism
- Cerebral palsy
- Deafness or hearing loss
- Blindness or low vision
- Epilepsy
- Mobility disabilities such as those requiring the use of a wheelchair, walker, or cane
- Intellectual disabilities
- Major depressive disorder
- Traumatic brain injury

Source: ADA.gov

5



The Request


To begin the process, employees need to complete two forms. These forms help employees describe their condition and what accommodation would best help them.

- **Reasonable Accommodation Request Form for Employees**
- **Authorization for Disclosure and Release of Medical Information Form**

6

Discussion points when meeting with the Requestor


- Essential Job Functions
- Medical Condition and Limitations
- Requested Accommodation



7

Activity!

Can you think of Essential Job Functions of a Police Officer?



8

Essential Job Functions of a Police Officer

- Drive a police car
- General good health
- Carry a firearm
- Conduct foot patrols
- Respond to medical emergencies
- Wear personal protective equipment



9

Does the requestor have a disability under state and federal law?

- Employee provides documentation from their medical provider stating that they have a qualifying condition under the ADA and their recommendations for accommodations.
- The ADA Case Manager can reach out to the medical provider to obtain clarification and additional information.
 - This is often done in the form of a medical questionnaire but can be verbally as well.
- The ADA Case manager will serve as repository for any confidential medical information which will not be shared outside of HR.

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Discussion with the Department

The following will be considered:

- Essential Job Functions
- Business Needs
- Limitations of employee (but not medical diagnoses)
- The requested accommodation

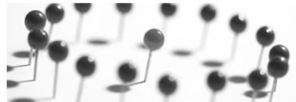
The ADA does not require employers to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.



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The ADA Case Manger does not make the final decision

- The ADA Case Manager assists the parties, as needed, to evaluate what accommodations would allow the requestor to perform the essential functions of their job without presenting an undue hardship to the department's business needs.

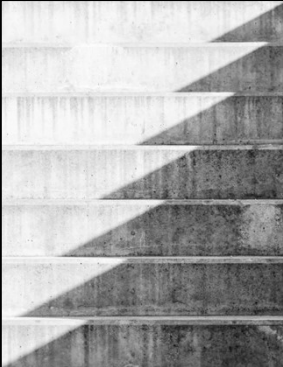


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ADA
Determination

- ADA Case Manager memorializes the determination sending it to all parties involved.
- The determination is specific as to what the department is responsible for versus what the requestor is responsible for.
- ADA does not have a budget, therefore anything that needs to be purchased will be worked out at the department level.

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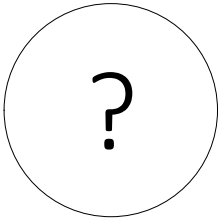


Is there a way for the employee to attest the ADA Determination?

No, although if an employee feels as if they have been discriminated against, they should contact the Office of Institutional Equity (OIE)

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QUESTIONS



15
