



San Benito Consolidated Independent School District
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150

Employee ADA Accommodation Information



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Purpose of Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal civil rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against people with disabilities, including students and staff members, by school districts receiving federal financial assistance.

Section 504 District Review Committee

The Section 504 District Review Committee is comprised of the District Section 504 Coordinator and one or more professionals. Other persons may be invited to attend the committee meeting at the discretion of the District Section 504 Coordinator. The committee reviews the nature of the disability; how it substantially limits a major life activity; whether reasonable accommodations are needed, and if so, what those accommodations will be. Specifically the Section 504 District Review Committee will:

- Review recent health/medical records and relevant information.
- Determine if an employee is disabled under Section 504.
- Determine if an employee has a disability which substantially interferes with a major life activity.
- Develop a reasonable accommodation plan.



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Procedures for Employee Accommodation Request

San Benito CISD employees who have a disability, as defined under Section 504/ADA may not be discriminated against by the school district. However, it is the duty of the employee to notify their immediate supervisor of special needs.

The procedure for employee accommodation requests is as follows:

1. Employee must notify their immediate supervisor that special accommodations may be needed.
2. Employee will contact the Health Services Coordinator, who will provide the employee with information with the "Employee 504 Accommodation Information" and the "Employee Accommodation Request" form.
3. Employee is responsible for taking the accommodation request form to their physician or healthcare provider for completion. *Accommodation request form cannot be filled out by the employee.* The district form must be used, although the physician or healthcare provider can also submit a medical narrative, if necessary.
4. The initial meeting is scheduled in coordination with the employee, the employee's immediate supervisor, the Assistant Superintendent of Administrative Services and Health Services Coordinator.
5. The District 504 Review Committee will determine eligibility based on the "Employee Accommodation Request" form, additional available data, and information supplied by the employee to support contention of disability.
6. Based on review of all information, the District 504 Review Committee will develop a reasonable accommodation plan, if the employee is determined to be eligible.
7. The "Employee 504 Accommodation Meeting Report" will be documented and kept in the employee's 504 file. All files will be kept by the Health Services Coordinator.