KELLER ISD	Key Strategic Priority: 4
ADMINISTRATIVE REGULATION	Workforce
ADA – EMPLOYEE REASONABLE ACCOMMODATIONS	DIA (R2)

Keller ISD prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. The purpose of this Administrative Regulation is to describe the process by which the district may make reasonable accommodations to remove barriers that might prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities.

Individuals with a disability must inform the district that an accommodation is needed. A request can be a statement in "plain English" that an individual needs an adjustment or change for a reason related to a medical condition. The request does not have to include the terms “Americans with Disabilities Act (ADA)" or "reasonable accommodation," and the initial request does not have to be in writing. A family member, friend, health professional, rehabilitation counselor or other representative also may request a reasonable accommodation on behalf of an individual with a disability.

Unless there is an observable basis for concluding that the employee has impairment that is affecting job performance, principals/supervisors shall not assume that the employee has a disability and shall not inquire about the need for an accommodation.

Upon employee request:

- Principals/supervisors should ask if there is any way that he/she can assist the employee in the performance of the job tasks. No ADA acknowledgment is necessary at this point.
- If a reasonable accommodation* can be made at the campus/department level, the principal/supervisor should facilitate the accommodation, document it and send it to Human Resources. Principals/ supervisors shall not require medical documentation from the employee until having contacted Human Resources.
- If the employee’s request cannot be easily and inexpensively implemented, the principal/supervisor shall contact Human Resources
- Human Resources will request that the employee complete an Employee Request for Reasonable Accommodation form (Request for Reasonable Accommodation).
- Human Resources will arrange for a meeting of the Reasonable Accommodations Review Committee (RARC). The RARC is composed of appropriate representatives from district functions.
- The RARC will complete a proper analysis using the ADA Questionnaire (ADA Questionnaire) and determine if the employee is a “qualified individual with a disability” under the ADA.
- The employee and his/her principal/supervisor will be informed of the decision in writing, documenting the approved reasonable accommodation or the reason that the accommodation was denied
- If the RARC determines that all or part of an employee request does not qualify as a reasonable accommodation, the employee may request a meeting with RARC representatives to allow an opportunity for further clarification of the employee’s request or of the committee’s reason(s) for denial.

- If the RARC determines that the employee is a qualified individual with a disability under the ADA, Human Resources will discuss possible accommodations with the employee, medical providers and supervisors who have knowledge of the work site and the job, as appropriate.
- Human Resources will arrange authorization of purchases to support the reasonable accommodation, if necessary.

In cases that do not require review by a health care provider, accommodation decisions will be made within 10 days of receipt of the Employee Request for Reasonable Accommodation form by Human Resources. Due to delays that may occur in communications with health care providers, no specific decision date can be given for cases that require review by a health care provider.

***** Reasonable accommodation may include:

1. Making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and
2. Job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modification of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
   42 U.S.C. 12111(9); 29 CFR 1630.2(o); 34 CFR 104.12(b)

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