

ADA ACCOMMODATIONS

Bastrop ISD shall make reasonable workplace accommodation's for an employee having a known physical or mental disability under the American with Disabilities Act. An employee with a disability must be able to perform the essential functions of the job, with or without a reasonable accommodation.



REQUESTING A WORKPLACE ACCOMODATION:

- Notify his/her supervisor and the Benefits & Wellness Coordinator as soon as practical, of the nature of the disability, the work duty affected or impacted by their disability, and possible accommodation.
- Provide a written request with a medical statement to the Benefits & Wellness Coordinator within 15 calendar days. The medical statement shall contain an evaluation as to the effect that the impairment will have on the employees ability to perform the essential duties of the job and be signed by a licensed health provider.

REASONABLE ACCOMMODATION:

A reasonable accommodation is any modification or adjustment to a job or work. Bastrop ISD will provide a reasonable accommodation unless it would present an undue hardship for the district. An undue hardship is defined as an "Action requiring significant difficulty or expense" when considered in light of a number of factors. Undue hardship is case by case.

QUESTIONS?



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