



## Americans with Disabilities Act (ADA) Accommodation Request Process

**NOTICE TO EMPLOYEES:** This information is intended to inform you of your rights and responsibilities under the Americans with Disabilities Act. Please review this notice carefully.

### THE FACTS

Title I of the Americans with Disabilities Act (ADA) prohibits employers covered under the Act from discriminating against any qualified individual with a disability with respect to practically every aspect of the employment relationship, including job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions and privileges of employment.

The ADA broadly defines the term “disability” as:

1. A physical or mental impairment that substantially limits one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.
2. A record of having such impairment. For example, having a history of cancer, heart disease, high blood pressure, or other physical or mental illness
3. Being regarded as having such impairment. For example, being misclassified as having mental retardation, being wrongly believed to have AIDS or HIV virus, or being stigmatized because of disfigurement.

A disabled individual must be able to perform the essential duties of the job. If an individual, except for limitations caused by a disability, is qualified to perform the essential functions of a job, the employer must consider whether or not the individual could perform these functions with the assistance of a reasonable accommodation. **“Reasonable accommodation”** is any modification or adjustment to a job or the work environment that enables a qualified applicant or employee with a disability to participate in the application process or to perform the essential functions of the job. Reasonable accommodation also includes adjustments that assure a qualified individual with a disability that he/she has the same rights and privileges in employment as non-disabled employees. Employers are not required to make an accommodation if it would impose an “undue hardship” on the operation of the business. “undue Hardship” is denied as “an action requiring significant difficulty or expense” when considered in light of a number of factors such as the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer’s operation. **NOTE: An individual with a disability requiring an accommodation must be otherwise qualified for the job, and the disability must be made known to the employer. The ADA does not handle disciplinary issues resulting from poor performance.**

### How do employees request ADA accommodation?

1. Complete and submit an Accommodation Request Form or a letter from employee detailing your disability, limitations and the requested accommodation.
2. If requested, provide a Health Care Provider Form completed by physician or physician statement and/or other relevant diagnostic report outlining the disability, limitations and accommodations requested.
3. Forward your request and completed forms directly to Irving ISD Risk Management Department at:

Attn: Irving ISD Risk Management Department,  
2621 West Airport Freeway, Suite 1900, Irving, Texas 76062-6020  
Fax: (469) 646-4320, Email: [accommodations@irvingisd.net](mailto:accommodations@irvingisd.net)