

Collin County Community College District

Employee Notification of Disability and Request for Accommodation(s)

This form is to be used to request an accommodation under the Americans with Disabilities Act

TO BE COMPLETED BY EMPLOYEE

Notification

I, _____, do hereby notify Collin County Community College District (Collin College) as my employer that I believe I am a person with a qualifying disability under Federal and/or State law, the definitions of which are listed on the back of this form.

Employee Signature

Date

Request for Accommodation(s)

I hereby request the following accommodation(s), which I believe will negate the effect(s) of the functional limitation(s) of my disability and allow me to perform the essential functions of my position. I understand that I am responsible for providing documentation of my disability that supports this request for accommodation(s). I understand my request for accommodation(s) will be discussed in a collaborative manner with my supervisor and, if necessary, other appropriate Collin College personnel. I understand that if, in the future, the nature of my disability or my work assignment changes, I have the right to request other accommodation(s).

Employee Signature

Date

Documentation

I understand that I must provide documentation from an appropriate health care professional to establish my eligibility as a person with a disability. I further understand it is my responsibility to sign the necessary release forms with that individual and have my documentation sent to:

Rachael Lipsett
Assistant Director of HR/Employment & Benefits
Collin County Community College District
3452 Spur 399
McKinney, TX 75069

I understand appropriate information from the health care provider statement may be shared with my Supervisor regarding the functional limitations of my disability and any recommended accommodation(s).

The name of the individual from whom I will be requesting documentation is:

Name

Telephone Number

Address

City

State

Zip

Employee Signature

Date

Definitions

Equal Employment Opportunity: The term “*equal employment opportunity*” means an opportunity for a qualified individual with a disability to perform the essential job functions or to enjoy equal benefits and privileges of employment as are available to a similarly-situated applicant or employee without a disability.

Essential Functions: The term “*essential functions*” means the fundamental job duties of the position that the individual with the disability holds or has applied for. The term “*essential functions*” does not include the marginal functions of the position.

Person with a Disability: The term “*person with a disability*” means:

1. Under 42 U.S.C. 12102, a person with a physical or mental impairment that substantially limits one or more major life activities (e.g., walking, speaking, breathing, seeing, hearing, working, etc.); or
2. Under chapters 49.60 RCW and 162-22 WAC, a person who has an abnormal condition that is medically cognizable or diagnosable, and who is denied reasonable accommodation(s) or is discriminated against on the basis of that condition.

Reasonable Accommodation(s): The term “*reasonable accommodation(s)*” means modification or adjustment to a job, work environment, policy, practice, or procedure that enables a qualified individual with a disability to enjoy equal employment opportunity and does not impose an undue hardship on the employer. This includes, but is not limited to: adaptive technology; special furniture or equipment; changes in work schedules, percent of full time, or job structure; physical changes or office relocation to make facilities accessible and usable; assignment to a different available position of at least fifty percent time; opportunity to apply for other employment for which the individual qualifies (including promotion, transfer, lateral movement and demotion opportunities) within the institution; and/or leave of absence.

Health Care Professional: The term “*health care professional*” means a person who has completed a course of study and is licensed to practice in a field of health care which includes the diagnoses and assessment of the particular disability or disabilities in question.

Qualified Individual with a Disability: The term “*qualified individual with a disability*” means an individual who meets the skill, experience, education, and other job-related requirements of the position held or applied for, and who, with or without reasonable accommodation(s), can perform the essential functions of the job.

Undue hardship: The term “*undue hardship*” means an excessively costly, extensive, substantial, or disruptive modification, or one that would fundamentally alter the nature or operation of the institution or program.