

**Victor Valley College -ADA
RESPONSE TO AN ACCOMMODATION REQUEST**

Employee Name:

ID:

Date:

A. Questions to help determine whether an employee has a disability.

A person has a disability under the ADA if the person has an impairment that substantially limits one or more major life activities. The following questions may help determine whether an employee has a disability:

Does the employee have a physical or mental impairment?

Yes

No

What is the impairment?

Is the impairment long-term or permanent?

Yes

No

If *not* permanent, how long will the impairment likely last?

Does the impairment affect a major life activity?

Yes

No

If yes, what major life activity(s) is/are affected?

Caring For Self

Walking

Hearing

Lifting

Other: (describe)

Interacting With

Standing

Seeing

Sleeping

Others

Reaching

Speaking

Concentrating

Performing

Thinking

Learning

Reproduction

Manual

Toileting

Sitting

Tasks

Breathing

Working

Is the employee substantially limited in one or more of these major life activities?

Yes

No

B. Questions to help determine whether an accommodation is needed.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with job performance?

What job function(s) is the employee having trouble performing because of the limitation(s)?

How does the employee's limitation(s) interfere with his/her ability to perform the job function(s)?

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C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance? If so, what are they?

How would your suggestions improve the employee's job performance?

D. Additional Comments.

Diagnosis / Condition (include or attach appropriate ICD or DSM):

Functional Limitation:

Name (Please Print) _____ **License#** _____

Professional's Signature _____ **Date** _____

Address _____ **Phone** _____

Medical Professional's Signature

Date

DESCRIPTION OF DISABLING CONDITIONS

PHYSICAL DISABILITY means a visual, mobility, orthopedic or other health impairment.

- (a) Visual impairment means total or partial loss of sight.
- (b) Mobility and orthopedic impairment means a serious limitation in locomotion or motor functions which indicate a need for one or more special services to have access to community college programs.
- (c) Other health impairment means a serious dysfunction of a body part or system which necessitates the use of one or more of the supportive services or programs.

COMMUNICATION DISABILITY is an impairment in the process of speech, language or hearing.

- (a) Hearing impairment means a total or partial loss of hearing function which impedes the communication process essential to language, educational, social and/or cultural inter- actions.
- (b) Speech and language impairment means one or more speech-language disorders of voice, articulation, rhythm and/or the receptive and expressive processes of language.

LEARNING DISABILITY is a persistent condition of presumed neurological dysfunction which may exist with other disabling conditions. This dysfunction continues despite instruction in standard classroom situations.

Learning disabled adults, a heterogeneous group, have:

- (a) Average to above average intellectual ability;
- (b) Severe processing deficit(s);
- (c) Severe aptitude-achievement discrepancy(ies)
- (d) Measured appropriate adaptive behavior in school or job setting;
- (e) Measured appropriate adaptive behavior in an instruction or employment setting.

ACQUIRED BRAIN INJURY means a deficit in brain functioning which is non-degenerative or progressive and is medically verifiable, resulting in a total or partial loss of one or more of the following: cognitive, communication, motor, psycho-social and sensory perceptual abilities.

THE DEVELOPMENTALLY DELAYED LEARNER is a person who exhibits:

- (a) Below average intellectual functioning;
- (b) Impaired social functioning;
- (c) Potential or measurable achievement in a school or job setting; or
- (d) Measured appropriate adaptive behavior in a school or job setting.

MULTIPLE DISABILITIES are defined as two or more functional impairments as described above.