# IMPERIAL COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

#### **ACCOMMODATION REQUEST**

This form is for employees requesting accommodation(s) under the California Fair Employment and Housing Act and the Americans with Disabilities Act.

This form will initiate permanent, confidential record for each employee requesting accommodation. It should be submitted unless there is a significant change in the employment status or disabling condition (s).
Name: Date:
Job Classification:
Department:
Employment Status:  Classified Faculty Administrator Other Full Time Part Time
Disabling Condition(s):
Is condition: Permanent Intermittent Temporary (Estimated time period):
Provide your treating physician with a copy of your current job description and have your physician complete the attached "Psychological/Psychiatric/Medical Evaluation" form (pages 2-3). Give the completed form directly to the Associate Dean of Human Resources. The District cannot complete the process without this form. A copy of your current job description is available on the District's website or from the Human Resources office.  What major life activity/activities is/are limited by the disabling condition(s)?
What essential job functions are limited by the disabling condition(s)?
What type of accommodation(s) is requested or preferred?
How is the disability currently being accommodated?
EMPLOYEE SIGNATURE: DATE:

Employee completes this page, obtains medical documentation, and submits to Human Resources



## IMPERIAL COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

### **ACCOMMODATION REQUEST**

Americans with Disabilities Act (ADA)
Fair Employment and Housing Act (FEHA)

### Psychological / Psychiatric / Medical Evaluation Report

Provide this form and a copy of your current job description (available on the District's website or from the Human Resources office) to your treating physician. Give the completed form to the Associate Dean of Human Resources. Employee Name: Physical Examination Date(s): Position for Which Individual Was Examined: I examined the employee identified above for the specified position in light of the essential duties and physical requirement(s) of the position disclosed in the attached job description. The following information is based on the results of that examination: **CONCLUSIONS** 1. The individual examined is physically and mentally able to perform the essential functions of the position no restrictions certain restrictions. The restrictions consist of the following: in question with: 2. It is not presently possible to conclude an evaluation regarding the individual because:

3.	The individual is physically and/or mentally unqualified or unable to perform in the position in question based on the following medical conclusions:
	Even after reasonable accommodation, the employee cannot perform the essential job functions of the position in question because of a disability.
	Even after reasonable accommodation, the employee cannot perform the essential functions of the position in question in a manner that would not pose a "direct threat" to the health or safety of either the employee or others in the workplace, e.g., by posing an imminent and substantial degree of risk either to the employee's own health or safety or to the health or safety of others.
	TYPES OF ACCOMODATIONS
it ac en ma inc ab	efore an employee is found unqualified or unable to do his/her job due to a physical or mental disability, is imperative that proper consideration be given to the employer's ability to make reasonable commodations. For example, reasonable accommodations should be considered that would enable the aployee to 1) perform the essential functions of the job in question, and 2) perform such functions in a anner that would not create an imminent and substantial degree of risk to the health and safety of that dividual or the health and safety of others. Accommodations that would make the employee qualified / let o perform the essential functions of his / her job include the following (attach additional pages if quired):
Ph	nysician's Signature: Date:
Ph	nysician's Name (printed or typed):