

ADA Quick Reference

This ADA Quick Reference is designed to assist in the analysis of requests for reasonable accommodation under the ADA. This guide is not intended to be a substitute for assistance from the Department of Human Resources.

STEP 1

1. Does the individual claim a current disability?
 - o Does the individual have an impairment?
 - o Is a major life activity affected by the impairment?
 - o Does the impairment substantially limit the major life activity?
2. Does Individual claim a "record of" a disability?
 - o Does the individual have a record of an impairment?
 - o Was a major life activity affected by the impairment?
 - o Did the impairment substantially limit the major life activity?
3. Does individual claim that they are "regarded as" having a disability?
 - o Does individual claim that they are "regarded as" having an impairment?
 - o Does the individual claim that they are "regarded as" affected in a major life activity because of the impairment?
 - o Does the individual claim that they are "regarded as" substantially limited in the major life activity?

STEP 2

1. Does the individual have the required skill, education, and experience for the job, and do they meet other job-related requirements?
2. What are the "functions" of the job (as distinguished from the ways of performing those functions)?
3. What are the "essential" functions of the job?
 - o Review job description
4. What are the "marginal" functions of the job?
 - o Review job description
5. Can the individual perform the essential functions of the position, either with or without a reasonable accommodation?
6. Does the individual claim that they are being denied the position because of a qualification standard that screens them out because of disability?

STEP 3

1. Does the individual claim that they need reasonable accommodation?
2. Do they have a current disability?
3. Have they requested reasonable accommodation (i.e., have they asked for a modification or change because of a medical condition)?
4. In which aspect of employment is reasonable accommodation needed?
5. What accommodation (if anything specific) was requested?
6. Is the reasonable accommodation needed because of disability?
7. Did you engage an "interactive process" to identify an effective accommodation?
8. Has accommodation been provided?
9. Do you consider that providing reasonable accommodation would impose an undue hardship?

STEP 4

1. Does the individual pose a direct threat (i.e., individual being screened out for safety reasons)?
2. Can the risk or the harm be reduced by providing reasonable accommodation?
3. Did you engage an "interactive process" to identify an effective accommodation?
4. Do you consider that providing reasonable accommodation would impose an undue hardship?