



## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: AMERICANS WITH DISABILITIES ACT – DOCUMENTATION OF EMPLOYEE’S DISABILITY: WHEN EMPLOYEE REQUESTS A REASONABLE ACCOMMODATION

#### POLICY:

When the disability and/or the need for accommodation is not obvious, Dane County may request documentation from the individual about the nature of his/her disability and it’s functional limitations in order to assess whether the employee has a disability.

#### END of POLICY

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#### PROCEDURE:

##### RESPONSIBILITY

##### ACTION

ADA Coordinator

1. If needed, informs employee at initial RA meeting that documentation of the disability is needed and that it is his or her responsibility to provide needed documentation of disability. AND that asking for documentation of disability **is not** asking the employee to see a doctor or health care professional.
- 1a. Gives Release of Information form(s) to Employee to fill out and return to ADA Coordinator.

Employee

2. Is responsible for providing needed documentation by the end of six (6) weeks from date of initial RA meeting with employee. Reasonable accommodation process may be put on hold if documentation is not provided.
3. Gives signed & dated copy of each Medical Release of Information to ADA Coordinator.
- 3a. Provides a copy of the signed Release of Information form to the health care professional(s) when obtaining documentation of his/her disability.



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#### RESPONSIBILITY

#### ACTION

Employee

4. Provides ADA Coordinator with sufficient documentation to determine if condition is a disability.

ADA Coordinator

5. If documentation provided by employee is not sufficient documentation to assess the condition, ADA Coordinator will notify employee, via E-mail or letter, that the provided documentation is not sufficient. If known, ADA coordinator will inform employee what kind of documentation is still needed.
- 5b. If employee has not provided documentation to ADA Coordinator by end of three (3) weeks from the initial RA meeting, ADA Coordinator will send notice to employee stating that no documentation has been received. ADA Coordinator also notifies employee that if documentation is not received at the end of the sixth (6) week, the employee’s request for an ADA accommodation will be put on hold and the employee will be expected to perform all the essential functions of their job. ADA Coordinator also informs employee that once documentation has been received, the accommodation process will resume.
- 5c. If at end of the six weeks: employee has provided some documentation but not sufficient documentation: employee will have three (3) more weeks to provide the needed additional documentation.
- 5d. If at end of the six weeks: employee has not provided any documentation, letter sent to employee stating request is on hold until such time documentation is provided. And that employee is expected to perform all essential functions of his/her job.



SECTION: RISK MGMT- ADA  
TOPIC: EMPLOYEE  
ACCOMMODATION  
PROCESS: DOCUMENTING  
AN ADA DISABILITY  
AUGUST, 2010

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**END OF PROCEDURE**