



Quick Guide

San Francisco Community College

District

Employees' Americans with

Disabilities Act Accommodations Program

The Employee's Americans With Disabilities Act Accommodations Program (Employees' ADA Accommodations Program) was established to provide faculty and staff who have disabilities (as defined under applicable law) with reasonable accommodations, consultations and services. The Employees' ADA Accommodations Program works in concert with Human Resources and administrators to ensure that employees with disabilities (as defined under applicable law) have equal opportunities to do the essential functions of their jobs, with or without reasonable accommodations.

Employees with disabilities need to take the first step and self-identify by making an appointment with the ADA Coordinator in the Title 5/ADA Compliance Office. After a consultation, a confidential file is created, usually containing certification of disability and accommodations requested. The information employees divulge regarding their disability is confidential, and is stored separately from personnel records.

Frequently Asked Questions

Q. Who is eligible?

A. Any employee with a disability who meets the criteria established under the Americans with Disabilities Act, and the California Fair Employment & Housing Act.

Q. What do I need to do to certify my disability?

A. You need a doctor or a specialist to provide the ADA Coordinator with information about your disability and how it may impact upon your ability to do your job.

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Q. What kinds of accommodations are provided?

A. Accommodations vary with each individual. There may be modifications in the work schedule, a disabled parking permit, the use of sign language interpreters, or readers.

Q. Who needs to know about my disability?

A. Under applicable state and federal law, the employer has the right to require medical certification of a disability, specifically that information relevant to the kind of accommodation being requested. That is why the Title 5/ADA Compliance Office creates a confidential file. The request will be reviewed by the ADA Coordinator and the appropriate administrator(s) to determine its merit.

Q. What kinds of services are not considered to be covered under the ADA?

A. The following items are examples of some of the items considered to be personal accessories which are NOT required to be provided:

hearing aids, wheelchairs, hand splints, eyeglasses, walkers and canes.

Who is Covered?

Under applicable state and federal law, the definition of disability includes:

- * an actual or perceived physical or mental impairment which limits a major life activity.
- * *Major life activities include, but are not limited to: caring for oneself; performing manual tasks; seeing; hearing; eating; sleeping; walking; standing; lifting; bending; speaking; breathing; learning; reading; concentrating; thinking; communicating and working.
- * a record of having a physical or mental impairment that substantially limits one or more major life activities.
- * being regarded as having a physical or mental impairment.

It is the policy of the San Francisco Community College District to provide equal employment and educational opportunity without regard to race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran.