

**SUBJECT: PROCEDURES FOR EMPLOYEES
REQUESTING A REASONABLE ACCOMMODATION**

GENERAL:

The purpose of this bulletin is to outline the procedures for requesting a Reasonable Accommodation under the Americans with Disabilities Act (ADA).

A. PROCEDURES FOR EMPLOYEES REQUESTING AN ACCOMMODATION

1. Upon receiving the ADA Request Form and Procedures the employee requesting the accommodation must:
 - a. Complete the Acknowledgement Form on the bottom of the Instruction Sheet.
 - b. Leave the Acknowledgement Form only, with the Principal/Department Head or immediate Supervisor.
2. Complete the Reasonable Accommodation Request Form (ADA Form #4702)
 - a. Return the Form to the Department of Equal Educational Opportunities (EEO), KCW Building, within 10 working days of the date you received the Form and Procedures.
3. Once the Request Form is received, the Department of EEO will:
 - a. Contact your immediate Supervisor for input, if necessary.
 - b. Request relevant information from your treating physician.
4. Within 30 days of receiving all relevant documents, including information from your physician or Health Care Specialist, the Department of EEO will:
 - a. Review information and make a determination.
 - b. Inform employee and their Principal/Department Head or immediate Supervisor of its findings and recommendations.
5. Additional information regarding the Americans with Disabilities Act of 1990, as amended, can be found on the District's website at: www.broward.k12.fl.us/eoo .

B. PROCEDURES FOR SUPERVISORS

1. Employee requests assistance due to a physical and/or mental restriction.
 - a. Supervisor provides employee with the Reasonable Accommodation Request Form and Procedures.
 - b. Supervisor contacts the Department of EEO for Technical Assistance
2. Additional information regarding the Americans with Disabilities Act of 1990, as Amended, can be found on the District's website at: www.broward.k12.fl.us/eoo .