



District School Board of Pasco County Office for Employee Relations

Medical Certification of ADA Qualifying Impairment

Individuals requesting a reasonable accommodation pursuant to the Americans with Disabilities Act are required to have a licensed health care provider with expertise about the individual's specific health condition and the limitations imposed by it complete the following form to allow the District to evaluate the request for accommodation and begin the interactive process. Documentation is insufficient if it does not:

- specify the functional limitations due to the disability;
- describe how the limitations impact the essential functions of the employee's position;
- include the anticipated duration of the impairment;
- and/or explain why a reasonable accommodation is needed for the employee to safely perform his/her assigned tasks.

It is the employee's responsibility to provide a job description of their current assignment and information about additional responsibilities that may be impacted by the reported medical condition, not inclusive of any temporary reassignments or setting changes that had been previously approved based on medical documentation that has been previously submitted. All medical information is treated confidentially, not maintained in the employee's main personnel file, and will be used only by authorized individuals with direct need to know and/or evaluate the information for ADA purposes.

FAILURE TO PROVIDE COMPLETE AND SUFFICIENT DOCUMENTATION MAY RESULT IN A DETERMINATION THAT THE EMPLOYEE IS INELIGIBLE FOR REASONABLE ACCOMMODATIONS UNDER ADA.

Forms must be submitted to the Equity Office to initiate the ADA process and consideration of any reasonable accommodations under ADA.

ATTN: Equity Office
Office for Employee Relations
District School Board of Pasco County
7227 Land O'Lakes Blvd.
Land O'Lakes, FL 34638
Phone: (813) 794-2679
Fax: (813)794-2119

SECTION 1: TO BE COMPLETED BY EMPLOYEE

First: _____ Last: _____

Employee #: _____ DOB: _____

Position: _____ Location: _____

Supervisor/Administrator: _____

I, _____, authorize my health care provider(s) to complete this form for the purpose of exploring coverage and reasonable accommodation under the Americans with Disabilities Act (ADA). In addition, as it relates to this request for ADA accommodation(s) only, I authorize my health care provider to communicate with the Equity Office, both verbally and/or in writing, regarding my disability-related limitations and appropriate reasonable accommodations that may be considered.

Signature: _____

Date: _____

SECTION II: TO BE COMPLETED BY LICENSED HEALTHCARE PROVIDER

Name of Healthcare Provider: _____

Specialty/Type of Practice: _____

Office Address: _____

Office Phone: _____ Office Fax: _____

Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

A. Questions to help determine whether an employee has a disability.

To qualify for reasonable accommodations under the ADA, an employee has a disability if s/he has an impairment that substantially limits one or more major life activities, or has a record of such impairment. Your responses to the following questions may help in determining whether an employee has a disability as defined by the ADA.

Does the employee have a physical or mental impairment? YES NO

If yes, what is the impairment(s) and /or diagnosis: _____

Is/Are the substantial limitation(s) associated with this diagnosis permanent? YES NO

If NOT permanent, how long will the limitation(s) likely last? ___ weeks ___ months

***If the employee requests or requires reasonable accommodations beyond the anticipated duration, an updated Medical Certification will be required.**

Answer the following questions based on what limitations the employee has when his/her condition is in an active state, and what limitations the employee would have if no mitigating measures (e.g., medication, medical equipment, hearing aids, mobility devices, prosthetics, psychotherapy, etc.) were used? Mitigating measures do not include ordinary eyeglasses or contact lenses.

Does the impairment substantially limit a major life activity as compared to most people of the same sex and age in the general population? YES NO

If yes, what major life activity(s) is/are affected?

- Bending Hearing Reaching Speaking Interacting with others
 Reading Standing Breathing Learning Caring for self
 Thinking Kneeling Sitting Concentrating
 Eating Seeing Walking Pushing/Pulling
 Lifting Carrying Other: (describe) _____

And/or what major bodily function(s) is/are affected?

- Bladder Bowel Digestive Lymphatic Reproductive
 Endocrine Hemic Brain Respiratory Musculoskeletal
 Circulatory Immune Skin/Sense Cell Growth Neurological
 Other: (describe) _____

B. Questions to help determine whether a reasonable accommodation is needed at work as a direct result of the ADA qualifying disability/impairment.

In your professional opinion, and after reviewing the job description provided by the employee, can the individual perform the essential functions of the job without direct threat to their own health and safety and/or the health and safety of others in the workplace? YES NO WITH ACCOM

Regular attendance is an essential function of virtually all jobs, and an individual who cannot work regularly therefore may not qualify as “able to perform the essential functions of the job”. In your professional judgment, will the diagnosis/impairment cause this employee to be unable to report to work in any substantive way?
YES NO

In your professional opinion, and after reviewing the job description provided by the employee, is there a limitation that is interfering with employee’s job performance or accessing a benefit of employment? YES NO

If yes, what limitation(s) is interfering with the employee’s job performance?

If yes, what job function(s) listed in the job description is the employee having trouble with or unable to perform?

C. Questions to help determine effective accommodation options.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations.

What are the recommended suggestions regarding possible accommodations to improve job performance?

How would your suggestions improve the employee’s job performance and allow them to perform the essential functions of their position?

