

AMERICANS WITH DISABILITIES ACT POSITION DESCRIPTION REQUIREMENTS AND GUIDELINES FOR SUPERVISOR

RATIONALE:

The Americans with Disabilities Act of 1990 (ADA), which takes effect July 26, 1992, makes it unlawful to discriminate in employment against a qualified individual with a disability. An individual with a disability must be qualified to perform the essential functions of the job with or without

GUIDELINES

ESSENTIAL FUNCTIONS:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. They are the tasks which are considered to be fundamental, critical, primary and necessary. Supervisors are required to determine what functions are actually performed in the job and which, if eliminated, would fundamentally alter the nature of the job.

To determine the essential functions of a position, consider each task separately by applying the following factors:

1. The position exists to perform the function

A person is hired to proofread documents. The ability to proofread is an essential function because this is the reason that this position exists.

2. There are a limited number of other employees available to perform the function, or among whom the functions can be distributed.

It may be an essential function for a file clerk to answer the telephone if there are only three employees in a very busy office and each employee has to perform many different tasks. Or, a department may have periods of heavy labor-intensive activity alternating with less active periods. The heavy work flow during peak periods may make performance of each function essential and limit an employer's flexibility to reassign a particular function.

3. A function is highly specialized and the person in the position is hired for special expertise or ability to perform it.

Positions such as electrician, graphic artist, computer programmer, laboratory technician, and marine scientist require special expertise that is an essential function of these types of jobs.

4. The amount of time spent performing the function.

If an employee spends most of the time or a majority of the time performing one particular task, this would be evidence that the task is an essential function.

5. Actual work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs.

The work experience of previous employees in a job and the experience of current employees in similar jobs provide objective evidence of actual duties performed. The supervisor should consult such employees and observe their work operations to identify essential functions, since the tasks actually performed provide significant evidence of these functions.

6. The consequences of not requiring a person in this job to perform a task or duty.

Sometimes a function that is performed infrequently may be essential because there will be

PHYSICAL REQUIREMENTS:

The Physical Requirements Worksheet will assist supervisors in determining the type and level of physical requirements required of a particular position. The physical and visual demands outlined on the worksheet are worded in a traditional manner to facilitate communication with supervisors and employees. The University will take into consideration non-traditional means of accomplishing work tasks when assessing potential accommodations. This form will be completed, along with the position description, as outlined above, and submitted with all recruitment requests and position descriptions prior to their processing. A completed example is attached.

MENTAL REQUIREMENTS:

The mental requirements of the job, such as reasoning, remembering, mathematics, reading, and written and oral communication, should be specified in the knowledge, skills and abilities section of the position description form. An example is attached.

COMPLIANCE ASSISTANCE:

Your Human Resources Manager or the Compensation and Classification Manager is available to assist supervisors in determining the essential functions, completing the Physical Requirements Worksheet, and specifying the mental requirements for positions.