



Administrative Procedure

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| Category: | Procedure: | |
| Human Resources | Determining Reasonable Accommodations | |
| Descriptor Code: | Issued Date: | Revised Date: |
| AP-G-420-1 | June 1997 | July 2021 |

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1. Employee meets with direct supervisor to request job accommodation based on disability.
2. Direct supervisor contacts ADA Coordinator to determine if the Americans with Disabilities Act (ADA) applies and what if any reasonable accommodations need to be made.
3. Employee signs a release to physician for medical information.
4. Knox County Schools sends copy of job description to physician with request for information regarding physician's assessment of ability to perform essential components of job and limitations.
5. Physician completes Form HR-155 outlining employee's limitations and ability to perform essential components of job.
6. A meeting will be held to discuss any requests for accommodations. The meeting should include essential staff members such as HR supervisor, Instructional Supervisor, School Nurse, Principal, ADA Coordinator or any other appropriate employee.
7. Team works together to determine accommodations that can be reasonably made. The team may consult with the Equal Employment Opportunity Commission (EEOC) and the Job Accommodation Network for assistance in developing individualized accommodations. The ADA Coordinator or Human Resources Supervisor will document any accommodations made.
8. Team meets at regular intervals, if needed, to reevaluate appropriateness of accommodations.