



ADA

Americans with
Disabilities Act

At-A-Glance

What is ADA?

The Americans with Disabilities Act of 1990 requires employers to provide “reasonable accommodations” to employees with a disability, physical or mental impairment, that limits one or more major life activities.

How do I request an accommodation?

To request an accommodation, submit the following to ADA@houstonisd.org:

- A completed ADA Accommodations Request Form, and
- An official letter from your physician identifying your disability. The letter must include information about how the disability impacts your ability to perform your job responsibilities. Both you and your doctor can suggest accommodations.

Once the required documents are submitted, the information will be reviewed and a final recommendation will be issued. The district has the ability to choose the final reasonable accommodation.

What is the purpose of the process?

The aim of the process is to determine:

- (1) how the disability creates a limitation,
- (2) how the requested accommodation will effectively address the limitation,
- (3) whether another form of accommodation could effectively address the issue, and
- (4) how a proposed accommodation will enable the employee to continue performing the essential functions of his/her job duties.

I have concerns about returning to work because of Covid-19, what should I do?

If you are unable to work, even if provided an accommodation, you should seek information from your Human Resources Business Partner regarding leave options available to you under the Families First Coronavirus Response Act. Full-time employees are entitled to two weeks of paid sick leave at their regular rate if they are quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis (up to \$5,110). A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over a two-week period.

Employees that are concerned about their increased risk for COVID-19 must submit medical documentation demonstrating that their condition creates a disability requiring an accommodation. Appropriate documentation will demonstrate that an employee’s physical presence at work is not possible because of a limitation created by a disability.

Contact Information

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