

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 5, 2020

To: All Employees

Subject: DISABILITY ACCOMMODATION & THE ADA PROCESS

Department and/or

Persons Concerned: All Employees

Due Date: Immediately

Reference: Americans with Disabilities Act of 1990 or ADA (42 U.S.C. § 12101)

Action Requested: Please print and post/ distribute these documents in a central location accessible to all employees at your site or department.

Brief Explanation:

The purpose of the circular is to provide guidance to employees on the process to request an ADA Meeting with special attention to questions raised by COVID-19 as employees return to the workplace.

To be protected by the ADA, one must have a disability, which is defined by the ADA as a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

The purpose of the ADA Process is to engage in an interactive dialogue focused on possible accommodations that would enable an employee to perform their usual and customary duties with or without accommodation.

If you wish to engage in this process, complete the [ADA Intake Packet](#) (this packet can also be found on the [Staff Portal](#) of the District's website). This [ADA Flowchart](#) provides a simple overview of the process.

The District has committed to returning when it is safe to do so and based on science (see the [Back to School Guide](#)). COVID-19 related workplace issues vary widely. The ADA process provides practical job accommodation strategies for returning individuals with disabilities to work during the COVID-19 pandemic. These strategies can enable workers with disabilities to return to the work environment or access leave when other accommodations are not reasonable.

If you believe you are unable to work, please explore the [leave options](#) that might be available to you.

The Americans with Disabilities Act of 1990 or ADA (42 U.S.C. § 12101) is a civil rights law that prohibits discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964,[1] which prohibits discrimination and harassment based on race, color, ethnicity, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, immigration status, association with a group with one or more actual or perceived characteristics or any other characteristic protected by federal, state or local laws. The ADA also requires covered employers to provide reasonable accommodations to employees with disabilities and imposes accessibility requirements on public accommodations.

Questions regarding the ADA Process may be directed to your [Human Resource Officer](#). If you have questions about available leave options, please email loa@sandi.net

APPROVED:

A handwritten signature in black ink that reads "Acacia Thede". The signature is written in a cursive, flowing style.

Acacia Thede
Chief Human Resources Officer