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**§ 504 / Americans with Disabilities Act**

Dickinson ISD fully complies with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act for qualified adult employees.

Dickinson ISD board policy is available online for reference. It is the intent of DISD to provide reasonable accommodations to qualified employees with disabilities.

The purpose of this document is to advise employees how to access ADA and Section 504 accommodations.

A qualified employee who has a medically diagnosed disability has the following options:

1. Maintain individual confidentiality regarding the disability. Explanation: the employee does not choose to disclose the disability and does not notify their immediate supervisor or the district ADA/Section 504 coordinator regarding the disability and does not request accommodations.
2. Initiate self-disclosure regarding the disability. Explanation: the employee notifies his/her immediate supervisor of the disability.
  - a. Request accommodations – It is at the employee’s discretion to request accommodations. The employee completes the [accommodations request](#) and submits this form to the immediate supervisor (thus beginning the [interactive process](#)). The employee has his/her physician complete the [medical inquiry form](#) and submit this form AND the accommodations form to the ADA/Section 504 district coordinator ([Laurie Rodriguez](#) or her secretary, [Trisha Taylor](#)).
    - i. The employee can request a meeting with Laurie Rodriguez (281-229-6083) for assistance or advice in completing the forms.
    - ii. The following website is an excellent resource: <http://askjan.org/>
    - iii. Ultimately, the employee’s immediate supervisor will determine the final reasonable accommodations.
  - b. Does not request accommodations - It is at the employee’s discretion to request accommodations. It is allowable for an employee to disclose a disability and yet not request accommodations. Supervisors are advised to keep record of any disclosure without a request for accommodations.

Records Maintenance:

1. The medical inquiry form and accommodations request are maintained separately from the employee’s human resources file. These forms are maintained in the Special Programs office in a locked file and are protected by ADA and HIPAA confidentiality requirements.
2. Supervisors may maintain a copy of the forms, subject to ADA and HIPAA confidentiality requirements.

Specific Definitions. The following definitions are provided to aid in the understanding of ADA procedures.

- a. Disability. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.
- b. Qualified Employee with a Disability. A qualified employee with a disability is one who possesses the necessary skills, experience, education, and other job-related requirements, and can perform the essential functions of his or her job with or without reasonable accommodation.
- c. Essential Functions of a Job. The essential functions of a job are the fundamental job duties of the position the employee with a disability holds or desires. Essential functions of a job must be performed by employees in the position and may be the reason the job exists.
- d. Reasonable Accommodation. A reasonable accommodation is any modification to a job that makes it possible for an employee with a disability to continue performing the essential functions of the job. The accommodation must be effective in reducing barriers to equal employment opportunities and must be work related. A reasonable accommodation does not have to be the best available as long as it is effective and does not pose an undue hardship to the district.
- e. Undue Hardship. An undue hardship is an action that requires significant difficulty or expense in relation to the district's available resources and daily operations.

Any questions regarding qualified adults with disabilities should be directed to Laurie Rodriguez, Executive Director of Special Programs – 281-229-6083.