



## Clayton County Public Schools – Equity and Compliance Division

### Employee Request for Reasonable Accommodations Summary of Process

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Clayton County Public Schools is an equal employment opportunity employer, which ensures equitable practices in all matters related to the Americans with Disabilities Act. Current employees seeking a reasonable work accommodation should reach out to your Supervisor and/or the Equity and Compliance Division either in person or over the phone during normal business hours:

**IN PERSON:** Clayton County Public Schools  
 Central Office-Equity and Compliance  
 1058 Fifth Avenue  
 Jonesboro, GA 30236

**PHONE:** 770.473.2700

### EMPLOYEE ADA ACCOMMODATION REQUEST SUMMARY OF PROCESS

	Who	Function or Activity
1.	Requesting Employee	Initiates the request through submission of the completed “Employee Accommodation Request” and “Employee Authorization for Release of Medical Information” forms. Provides Healthcare Professional with current job description and the “Employee ADA Medical Certification” form for completion and submission. <b>NOTE: Employees should send a request for their respective job description to Darlene Ford-Dowling at <a href="mailto:darlene.ford-dowling@clayton.k12.ga.us">darlene.ford-dowling@clayton.k12.ga.us</a>.</b>
2.	Supervisor/Manager	Identify the essential functions of the position for each position description. Complete the Request for Reasonable Accommodation (Supervisor Packet) and submit the completed packet to the CCPS Equity and Compliance Division within 5 business days.
3.	Healthcare Professional	Reviews the duties and requirements of the requesting employee’s job description and fully completes the “Employee ADA Medical Certification” and returns it to the employee or directly to CCPS’s Equity and Compliance Division.
4.	CCPS Equity and Compliance Division	Through an informal, interactive process, explore potential accommodations that would overcome the limitations. At this stage, the following should occur: <ol style="list-style-type: none"> <li>a. As appropriate, conduct a job analysis of the particular job involved and determine its physical and cognitive requirements.</li> <li>b. Consult with the requesting employee regarding the precise job-related limitation imposed by the employee’s disability and how those limitations could be overcome with a reasonable accommodation.</li> <li>c. The effectiveness of each accommodation is assessed to determine if the employee can perform the essential functions of the position.</li> <li>d. If the accommodation(s) are deemed reasonable, consider the preference of the requesting employee and select and implement the accommodation that is most appropriate for both the employee and the employer.</li> </ol>
5.	CCPS Equity and Compliance Division	Within 10-15 business days from receipt of request, notifies the employee requesting accommodation of the district’s determination in writing and of the specific accommodations it proposes to make. The district is not expected to adhere to this time frame if needed documentation is not provided in a timely manner, if the employee requests alternative accommodations or if other extenuating circumstances arise.
6.	Requesting Employee	Accepts or rejects the proposed accommodation based on its effectiveness, and may propose different accommodation(s). An employee who rejects an effective accommodation and is unable to perform the essential functions of the job may not be qualified for the position.