



Employee Request for Reasonable Accommodation

To be eligible for a reasonable accommodation under the Americans with Disabilities Act (ADA) and the ADA Amendments Act (“ADAAA”) effective January 1, 2009, an employee must be a qualified individual with a disability who, with or without reasonable accommodation, can perform the essential functions of his or her position. Under the ADA, the term “disability” means (1) a physical or mental impairment that substantially limits one or more major life activities of the individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment. A reasonable accommodation is a workplace modification or adjustment to enable a qualified individual with a disability to apply for a job, perform the essential functions of the job, or enjoy equal benefits and privileges of employment.

In order to evaluate an employee’s request for reasonable accommodation, it may be necessary for the employee to provide additional substantiating documentation and/or for the City to contact the employee’s health care provider to assist in determining (1) if the employee is a qualified individual with a disability under the ADA and ADAAA, and (2) if so, what reasonable accommodation(s) may be appropriate. If you would like information about the process for requesting reasonable accommodation, or need assistance in filling out this request for a reasonable accommodation, please contact Tom Patterson, Employee and Labor Relations Manager at 541-682-5068.

This Form is to be completed by the employee requesting the reasonable accommodation and submitted to the Employee and Labor Relations Manager.

Employee Name: _____ Employee Phone: _____

Job Classification: _____

Division/Department: _____

Mailing Address: _____

Supervisor Name: _____ Supervisor Phone: _____

Please answer the following questions as thoroughly as you are able.

1. Please describe how your condition affects your ability to perform one or more major life activities. Which major life activities are most significantly affected? Examples of major life activities include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, sleeping, speaking, breathing, walking, eating, thinking, concentrating, learning, lifting, standing, sitting, reaching, reading, interacting with others, working or the operation of a major bodily function.

