

# Reasonable Accommodations Under the Americans with Disabilities Act

Quick Reference Guide



## OVERVIEW

The Americans with Disabilities Act of 1990 (ADA) is designed to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities available to persons without disabilities.

## ADDITIONAL INFORMATION

Individuals must have a physical or mental impairment that substantially limits one or more major life activities.



Reasonable Accommodations are modifications to a job, work environment, or process that enable qualified individuals the same level of performance.

## CONTACT INFORMATION

Disability Program Manager  
Office of Human Resources  
dpm@montgomerycountymd.gov

240-777-5176

## REQUEST PROCESS

### CURRENT EMPLOYEES



Speak with your Supervisor.

Complete the Employee Reasonable Accommodation Request Form

### JOB APPLICANTS

Speak with your Recruiter.

You can make this request at the interview stage and/or the conditional job offer phase.



### AFTER REQUEST SUBMISSION



The Disability Program Manager will contact you.

At this stage, individuals discuss the request and identify the accommodations needed.

Job classification review.

The review helps establish the essential functions of the role.



Determination provided.

Occupational Medical Services (OMS) will decide on the individual's request and, if applicable, detail the types of accommodations available.

Please view our policy document by clicking on the [Policy Document Link](#)