



Human Resource Office

600 Park Street, Sheridan Hall 112

Hays, KS 67601

Phone: 785-628-4462

ADA Medical Inquiry Form

The Definition of Disability Used By Our Office

The Americans with Disabilities Act, As Amended (ADAAA) defines a disability as a physical or mental impairment that substantially limits one or more major life activities (sometimes referred to in the regulations as an "actual disability).

A "major life activity" is defined as, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Employee Name: _____

QUESTIONS TO HELP DETERMINE WHETHER AN EMPLOYEE HAS A DISABILITY.

A person has a disability under the ADA if the person has an impairment that substantially limits one or more major life activities. The following questions may help determine whether an employee has a disability:

Does the employee have a physical or mental impairment? [] Yes [] No

What is the impairment?

Is the impairment long-term or permanent? [] Yes [] No

If not permanent, how long will the impairment likely last?

Does the impairment affect a major life activity? [] Yes [] No

If yes, what major life activity(s) is/are affected?

- [] Caring For Self [] Walking [] Hearing [] Lifting [] Sitting
[] Interacting with Others [] Standing [] Seeing [] Sleeping
[] Performing Manual Tasks [] Reaching [] Speaking [] Concentrating
[] Breathing [] Thinking [] Learning [] Working
[] Others (Please Describe):

Is the employee substantially limited in one or more of these major life activities? [] Yes [] No

Employee Name: _____

QUESTIONS TO HELP DETERMINE WHETHER AN ACCOMMODATION IS NEEDED.

An employee with a disability is entitled to an accommodation only when the accommodation is needed because of the disability. The following questions may help determine whether the requested accommodation is needed because of the disability:

What limitation(s) is interfering with job performance? _____

What job function(s) is the employee having trouble performing because of the limitation(s)? _____

How does the employee's limitation(s) interfere with his/her ability to perform the job functions? _____

QUESTIONS TO HELP DETERMINE EFFECTIVE ACCOMMODATION OPTIONS.

If an employee has a disability and needs an accommodation because of the disability, the employer must provide a reasonable accommodation, unless the accommodation poses an undue hardship. The following questions may help determine effective accommodations:

Do you have any suggestions regarding possible accommodations to improve job performance? If so, what are they? _____

How would your suggestions improve the employee's job performance? _____

Additional Comments: _____

Signature

Date

Print Name, Title and Professional Credentials

Street Address

City, State and Zip