



**OFFICE OF THE SUPERINTENDENT  
DR. HOWARD HEPBURN  
SUPERINTENDENT OF SCHOOLS**

July 29, 2024

Signatures on File

TO: All Principals  
All Departments

FROM: Dr. Howard Hepburn  
Superintendent of Schools

SUBJECT: **PROCEDURE FOR AN EMPLOYEE REQUEST FOR REASONABLE  
ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT  
AMENDMENTS ACT 2008**

In accordance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the District is required to make a reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless it can show that the accommodation would cause an undue hardship. A reasonable accommodation is a critical component of the ADAAA's assurance of nondiscrimination.

To assist principals, department heads, and supervisors with this complex task, the Equal Educational Opportunities/ADA Compliance Department has developed the Reasonable Accommodation Request Procedure. This procedure ensures smooth, legal, and consistent handling of requests for accommodation.

Attached is the procedure to follow whenever an employee requests a reasonable accommodation. To access the ADA application, please refer all employees to: [www.browardschools.com/eeo](http://www.browardschools.com/eeo). Equal Educational Opportunities/ADA Compliance staff will work with the employee and immediate supervisor in determining if the employee is a qualified individual with a disability and what effective form of accommodation can be provided.

This procedure does not replace other procedures such as the one used when an employee is currently on or returns from a leave due to a Worker's Compensation injury, when an employee requests Family Medical Leave, or when an employee requests other medical leave benefits. These requests should continue to be handled through the appropriate channels.

If you have any questions regarding this procedure, **please contact Wladimir G. Alvarez, Director, Equal Educational Opportunities/ADA Compliance at 754-321-2150.**

HH/DA/EL/WGA:wkg  
Attachments

c: Senior Leadership Team