



Employee Reasonable Accommodation Request

Metro Government¹ is compliant with the Americans with Disabilities Act (ADA) and all other applicable employment laws.

FAQs² for Staff

1. What type of conditions qualify for ADA?
 - a. To qualify, you must have a physical or mental impairment that substantially limits one or more major life activities. Common conditions include mobility impairments, chronic illnesses, mental health conditions, and sensory impairments. Documentation from a licensed medical provider is typically required.
2. Can I request an accommodation even if I am part-time, probationary or non-civil service employee?
 - a. Yes. All Metro Employees are eligible to request accommodations under the ADA.
3. Is there a deadline for submitting an accommodation request?
 - a. There is no specific deadline, but employees are encouraged to submit requests as soon as the need arises to ensure timely support.
While there is no specific deadline, it is best to discuss with your supervisor immediately when noticing that the medical condition is impacting your performance.
4. Who will see my medical information? Is it confidential?
 - a. Yes. Medical information is treated as confidential and shared only with those who need it to process your accommodation request. It is stored separately from your personnel file.
5. What happens after I submit my ADA request?
 - a. Your request initiates an interactive process where you and your department work together to explore reasonable accommodations that meets your needs and supports the department's operations.
6. What are some examples of reasonable accommodations³?
 - Portable or stand magnifier or additional lite sources for individuals with vision loss
 - Alternate personal protective equipment (PPE) for skin conditions or latex allergies
 - Use of a low task chair for individuals unable to kneel.

¹ Any mention of "Metro" or "Metropolitan Government" within this document refers to Metropolitan Government of Nashville and Davidson County.

² This document is to provide general information on ADA. As laws (or precedented litigations) can be adjusted at any point, current laws will be followed.

³ Examples provided in questions 6 and 7 are common examples of reasonable or unreasonable accommodations. We encourage you to discuss directly with your supervisor or HR Coordinator for your specific situation.

- Alternate mouse/keyboards for individuals with hand or arm impairments
7. What are some examples of accommodation that may not be reasonable?
 - Drug or alcohol use on the job by alcoholics
 - Eliminating essential, or key, functions of the job
 - Lowering productivity standards
 - Hiring additional staff to do the work of the employee with a disability
 - Removals of behavioral or conduct standards
 8. Can I be denied an accommodation? What happens if I am?
 - a. Yes. If an accommodation creates an undue hardship for the department, such as significant difficulty or expense, it may be denied. In addition, employees with disabilities will still need to be able to perform all essential functions of their position, which are the basic job duties that an employee must be able to perform, with or without an accommodation.

If your request is denied, your department may work with you to explore alternative solutions or next steps.
 9. Does my supervisor have to follow the accommodation exactly as I requested it?
 - a. Not necessarily. The goal of the interactive process is to find a reasonable accommodation that works for both you and the department. That may involve alternatives from your original request.
 10. Will requesting an accommodation affect my performance evaluation or promotional opportunities?
 - a. No. It is a violation of the ADA and Metro policy to retaliate against an employee for requesting an accommodation. Your request should not affect your evaluation or advancement opportunities.
 11. What are my rights if I feel I've been retaliated against for requesting an accommodation?
 - a. You may file a complaint through your department's HR representative or with your department's employee relations liaison at Central HR.