

HUMAN RESOURCES MEMORANDUM 98-025		DATE ISSUED: 8/24/1998
SUBJECT: SUPERVISOR'S ROLE IN DETERMINING THE ESSENTIAL FUNCTIONS OF A JOB		REFERENCE: None
TO: ADMINISTRATIVE ASSISTANT; Managers, Supervisors		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

The Departments of Human Resources (CalHR) and Rehabilitation (DR) are pleased to distribute master copies of a new booklet titled "The Supervisor's Role in Determining Essential Job Functions". This booklet has been developed to assist supervisors understand their responsibilities under the Americans with Disabilities Act (ADA).

The DR's ADA Implementation Unit and the CalHR's Workers' Compensation Program have cooperatively developed this publication to enhance the ability of supervisors to define "essential functions". This booklet will benefit all employers who are addressing employment issues relating to "Qualified Individuals with Disabilities".

This booklet has been designed for easy duplication and Offices, Branches and Client Agencies are encouraged to duplicate it and distribute it to current supervisors and managers. This booklet should be given to new supervisors and managers when they assume their new duties. This document will also be available for downloading on [CalHR's internet website](http://www.calhr.ca.gov) (www.calhr.ca.gov).

CalHR/DR are also providing the most current information and resource listing for "Assistive Technology Resources for Reasonable Accommodation" published by the California Assistive Technology System (CATS). This listing informs supervisors of the many resources available when considering assistive technology to enable a person with a disability to perform essential job functions. If you have further questions or need assistance the CATS unit can be reached at (916) 263-8687 or (916) 263-8685 TTY.

If you have any questions or are interested in the training and consultative services of the ADA Implementation Unit of DR please call (916) 263-8674 or (916) 263-8672 TTY. The Workers' Compensation Program at CalHR is also available if you have questions regarding the interaction of Workers' Compensation and the ADA and to assist you with implementation of the Injured State Workers' Assistance Program.

If you have any questions regarding this memorandum, please feel free to contact your assigned Personnel Analyst or Bernadette Fees, Workers' Compensation – Return to Work Manager at (916) 445-0248.

LYNN W. CATANIA, Manager
Personnel Operations

LWC:BJO

Enclosures

cc: Bernadette Fees, Office of Human Resources