

# City of Pittsburgh



## Reasonable Accommodation Request Form

The City of Pittsburgh will make reasonable accommodation to qualified employees with disabilities to enable them to perform the essential functions of their job, or to enjoy an equal employment opportunity, unless providing such accommodation would impose an undue hardship. This form shall be used by employees requesting reasonable accommodation, in conjunction with the City's ADA Accommodation Policy and Procedures.

**INSTRUCTIONS:** The employee should complete Section I and submit this form to his or her department Director. Directors receiving requests for reasonable accommodation should complete Section II and immediately forward the form to the Director of Human Resources and Civil Service. Section III will be completed by the Director of HR&CS.

**Section I:** To be completed by employee

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

My specific functional limitation due to a disability is:

\_\_\_\_\_

Accommodation Requested (attach additional sheets and supporting documentation as appropriate):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Certification: I certify that I have a disability or medical condition that requires reasonable accommodation, which will be met by acquiring the equipment, services, or work restriction as described above or similar accommodation.

Signature: \_\_\_\_\_

**Section II:** To be completed by department Director. After completing this section, please immediately send this form to the Director of HR&CS.

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Request Received: \_\_\_\_\_

Signature: \_\_\_\_\_

**Section III:** To be completed by Director of HR&CS

Date of Review: \_\_\_\_\_

Result:  Approved  
 Denied

Describe accommodation or reason for denial in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Human Resources & Civil Service