

ESSENTIAL FUNCTIONS

Why establish

A person who is requesting reasonable accommodation must first be determined whether or not he or she has a disability and is qualified such that he or she can perform the essential functions of the job with or without accommodation.

To Begin

Review written job description prepared before advertising or interviewing applicants for the position. Review the terms of the collective bargaining agreement (e.g., does it specify the duties or tasks of faculty's position.) Begin to narrow down functions and tasks as being either "essential" or "marginal."

Definition

- The fundamental job duties of the faculty position the individual holds or desires (i.e., the "MUSTS" duties.)
- Marginal duties are not included (i.e., non-essential job functions are the "also to be done" duties.
- A task may be essential because the position exists to perform the function
- A function may be essential based on the number of other employees available to perform that task or among whom the responsibility of doing so can be distributed.
- A function may be essential if requires a certain degree of skill or specialization

Factors to Consider in Determining Whether the Function is Essential

- Must the function be done?
- Can other current faculty or staff do it if incumbent does not?
- Would taking this function from the job fundamentally change the job?
- Does the job exist to do the function?
- Is special expertise or judgment required?
- Is special training or education required?
- Is a license required?
- Would there be any significant consequences if this function is not done?
- How often is it performed?
- How is the function performed?