This checklist is designed to provide general information for educational purposes only. It does not constitute legal advice and is not intended to create an attorney-client relationship between you and Holland & Hart LLP. If you have specific questions as to the application of the law to your activities, you should seek the advice of your legal counsel.
ADA – KEY DEFINITIONS

Major Life Activities:
A covered disability includes a physical or mental impairment that substantially limits one or more major life activities, including but not limited to:

- Caring for oneself
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Learning
- Thinking
- Concentrating
- Reading
- Bending
- Communicating
- Interacting with others
- Working
- Major bodily functions (e.g., immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions)

Essential Functions:
The term “essential functions” means the fundamental job duties, not the marginal functions of the position. A job function may be considered essential for reasons including but not limited to the following:

- The position exists to perform that function;
- A limited number of employee are available to perform that function; and/or
- The function is highly specialized so that the individual is hired for his or her expertise or ability to perform the particular function.

Reasonable Accommodation:
Modifications or adjustments to the job application process or work environment, or to the manner or circumstances under which the position is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position. Examples include but are not limited to:

- Accessibility to facility
- Equipment or devices
- Readers or interpreters
- Modification of work schedule
- Examinations, training materials, or application procedures
- Modification of policies
- Job restructuring (e.g., reallocation of marginal functions)
- Reassignment

This chart does not reflect any state or local disability laws and is not intended to provide legal advice but is for informational purposes only.

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