

THE CALIFORNIA STATE UNIVERSITY
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Code: HR 92-26

Date: September 28, 1992

To: Presidents

From: 
June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: AMERICANS WITH DISABILITIES ACT - CLASSIFICATION STANDARDS

Title I of the Americans with Disabilities Act (ADA) which took effect on July 26, 1992 makes it unlawful for the University to discriminate against people with disabilities in regard to all aspects of the employment process. Technical Letter HR/Affirmative Action 92-03 (attached) identifies the key components of the regulations. The purpose of this memorandum is to address the ADA regulations as they pertain to systemwide classification standards.

The ADA does not prohibit the University from establishing classification standards that include minimum qualification requirements. However, if the minimum qualification requirements screen out an individual with a disability, or a group of individuals with disabilities, the University must be able to show that the requirements are **job-related and consistent with business necessity** and, if so, whether the individual can perform the "essential functions" of the position with or without a reasonable accommodation. The University must be able to show that the requirement is a legitimate qualification for the specific job in question and not for a classification or group of similar jobs. The ADA clearly requires an individual assessment of each job.

Although the Office of Human Resources is planning over a period of time to review systemwide classification standards for ADA compliance, campus job announcements and position descriptions provide the best source of information regarding the essential functions and minimum requirements of a job. This information typically includes the information listed below:

- o Purpose (reason for the job)
- o Major Duties (those duties essential to accomplish the purpose)

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- o Secondary Duties
- o Work Environment (work conditions where the major duties are performed)
- o Minimum Qualifications (minimum requirements that must be met to perform the major duties)

Campuses are encouraged to prepare job announcements and position descriptions that accurately reflect the essential functions and requirements of each position. The minimum qualification requirements listed in the classification standard should be reviewed carefully and modified to fit the individual position to ensure compliance with ADA regulations (e.g. job-related and consistent with business necessity).

If you have questions, please contact Mr. Ron Hull, Senior Human Resources Specialist, at (310) 985-2653.

JMC/rh

Attachment