

UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Office of Disability Services, HRB 80
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ESSENTIAL AND MARGINAL JOB FUNCTION ANALYSIS

Under the guidelines of the American with Disabilities Act (ADA), departments should complete an essential job function analysis when an accommodation request is made. Departments are encouraged to complete the analysis prior to advertising vacant positions and use the information in the interviewing process. Additionally, departments are encouraged to contact the human resources office on campus for assistance.

Some general guidelines for identifying an essential job function include:

1. Are employees in the position actually required to perform the function?
2. Would removing the function fundamentally change the job?
3. Does the position exist to perform the function?
4. Are there a limited number of other employees available to perform the function?
5. Is the function highly specialized and the person in the position hired for special expertise or ability to perform it?

In determining whether a function is essential, the following factors may be considered:

1. The employer's judgment.
2. A written job description prepared before advertising or interviewing applicants for job.
3. The consequences of not requiring a person in the job to perform the function.
4. The terms of a collective bargaining agreement.
5. Work experience of people who have performed the job in the past and work experience of people who currently perform similar jobs.
6. The nature of the work operation and the organizational structure.

Remember, it is the University's right to establish what a job is and what functions are required to perform it.

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