Affirmative Action and Equity Office

Requesting and Implementing Reasonable Accommodation in Compliance with The Americans with Disabilities Act, General Guidelines

University of New Hampshire employees who have a physical, mental or learning impairment that substantially limits one or more major life activities may be eligible for reasonable accommodation under the Americans with Disabilities Act, Amended 2008 (ADA).

Reasonable accommodation is a modification or adjustment to the job application process, a job, the work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. An equal employment opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment as are available to a similarly-situated employee without a disability.

To request a reasonable accommodation:

1) Meet with the EEO/ADA Compliance Officer. The job description, essential job functions and functional limitations the employee is experiencing are discussed.
2) Complete a “Request for Reasonable Accommodation” and “Healthcare Provider Release”. Both forms are available through the Affirmative Action and Equity Office.

Review of documentation:

3) The EEO/ADA Compliance Officer reviews the reasonable accommodation request, and medical documentation and essential job functions to determine if the individual qualifies as a person with a disability under the ADA.
4) The employee is notified of the determination in writing.

Implementation of reasonable accommodation(s):

5) The EEO/ADA Compliance Officer engages in an interactive process with the qualified employee and supervisor to finalize accommodations that will assist the employee in performing the essential functions of their job.
6) The employee’s department is responsible for implementing the accommodations.
7) The EEO/ADA Compliance Officer will check in with the employee and supervisor on a regular basis to determine the effectiveness of the accommodations.

For further information please contact Wendy Beckwith, EEO/ADA Compliance Officer:

wendy.beckwith@unh.edu  603.862.2929  603.862.1527 (TTY)

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