

Employee Request for Reasonable Accommodation

It is the policy of the State of New Hampshire to comply with all State and federal laws concerning the employment of persons with disabilities so as not to discriminate against them, and to provide reasonable accommodations to qualified individuals with disabilities in all aspects of employment.

The Americans with Disabilities Act defines a person with a disability as someone who:

- Has a physical or mental impairment that substantially limits a major life activity;
- Has a record or history of a substantially limiting impairment, or
- Is regarded or perceived as having a substantially limiting impairment.

The US Equal Employment Opportunity Commission describes an “accommodation” as “..any change in the work environment or the the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.”

1. If you are an employee with a disability, and you believe that you will need some change or adjustment to your workplace or your work, you may request a reasonable accommodation.
2. Reasonable accommodations available to qualified individuals with disabilities may include, but are not limited to:
 - Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
 - Job restructuring, modifying work schedules, reassignment to a vacant position;
 - Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.
3. Your request for a reasonable accommodation may be made orally or in writing. The employer reserves the right to memorialize any such request in written form for record-keeping and quality assurance.
4. Someone acting on your behalf such as a friend, family member, health professional, counselor, job coach or other representative can make your request for an accommodation.

5. To request an accommodation:
 - You, or someone acting on your behalf, must Inform the employer that you need some sort of change or adjustment to because of your medical condition.
 - Unless your disability and the need for an accommodation are obvious, the employer may ask you for reasonable documentation from your physician, licensed healthcare practitioner, or other appropriate professional explaining the disability and why an accommodation is necessary.
 - The employer may ask for information about the disability if the information you provide is insufficient to explain the disability, the activities it limits and the need.
 - The information you provide regarding your disability and the need for an accommodation will be kept confidential and will only be disclosed to actual decision-makers with a demonstrated “need to know.”
 - Although you may request a specific accommodation, if more than one possible accommodation is available that will meet your needs, the employer can choose which accommodation to provide. If the accommodation that the employer proposes will not meet your needs, you will need to explain why.
 - The employer does not need to provide an accommodation if doing so would create an undue hardship.
6. If you wish to submit your request for a reasonable accommodation in writing, please complete the attached form and return it to your recruiter, HR Administrator or ADA Coordinator.



STATE OF NEW HAMPSHIRE

REQUEST FOR REASONABLE ACCOMMODATION

If you are a qualified applicant for employment with a State agency or a current State employee seeking a reasonable accommodation under the provisions of the Americans with Disabilities Act, please complete this form (front and back) and return it to your recruiter, or to the HR Administrator or ADA Coordinator at the agency where the position is located.

Date: _____

Your name: _____

Please check the option below that applies to you:

_____ I am currently employed by the State of New Hampshire and need a reasonable accommodation in order to perform the essential functions of my job.

_____ I am applying for a position with the State of New Hampshire and need a reasonable accommodation in order to participate in the hiring process.

Title of the job or position: _____

Agency or Department where position is located: _____

Name of Supervisor, if known: _____

Please identify the impairment(s) that you believe are affecting your ability to perform your job duties or participate in the application and selection process.

Please describe the accommodation(s) you are requesting as well as any alternative accommodations.

Explain how the requested accommodation(s) will allow you to perform the essential functions of your job, or will allow you to participate in the application and selection process:

Are there any essential functions of the job that you will be unable to perform, or aspects of the selection process you will be unable to complete, with or without the requested accommodation(s)? Please explain.

An individual's need for an accommodation may change over time as a result of changes in the individual's own level of disability or impairment, treatments available to mitigate a disability, changes in the job itself, or changes in work location. What qualifies as reasonable in one set of circumstances may not be reasonable or necessary in another. If and when circumstances change, it is your responsibility to notify your employer if you need, or continue to need, a reasonable accommodation.