



Accommodation Process

The accommodation process for employees with disabilities is designed to facilitate individual accommodations for current or prospective employees with disabilities.

The ADA (“Americans with Disabilities Act”) Coordinator in the Office of Institutional Diversity & Equity is the point of contact for an individual with a disability who is seeking an accommodation in the workplace. The ADA Coordinator will provide guidance and support to the manager and employee and will ensure that the appropriate accommodations are accomplished in a coordinated, expedient and thorough manner.

Accommodation Process

1. Managers should refer employees with accommodation inquiries and requests to the ADA Coordinator and should not ask for details regarding the medical condition. The employee’s medical condition/documentation should only be shared with the ADA Coordinator.
2. The employee initiates the interactive process by contacting the ADA Coordinator directly.
3. The ADA Coordinator will explain the process to the employee and request medical documentation that contains the following information:
 - Diagnosis and how it affects the employee’s ability to do the job
 - General suggestions for reasonable accommodations
 - How the accommodation can allow employee to do the job
 - Anticipated length of accommodation

Medical documentation is sent by the provider directly to the ADA Coordinator at the request of the employee.

4. The ADA Coordinator will review the employee’s position description to ensure that the essential/core functions of the position are not eliminated in the process of providing an accommodation.
5. After the ADA Coordinator has obtained medical documentation, reviewed the position description and consulted with the employee, the ADA Coordinator will draft the employee’s accommodation proposal. The ADA Coordinator will review and discuss the proposal with the employee’s supervisor to confirm it does not cause an undue hardship and that the needs of the department will be met.
6. The ADA Coordinator will send a confirming email to the employee, the manager and the HR Consultant outlining any approved accommodation.
7. Accommodations are fluid and can be modified as needed by both the employee and manager, in consultation with the ADA Coordinator.
8. Follow-up will be conducted on a scheduled basis depending on duration of accommodation.

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