



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS
Administration Building
95 Water Village Road Box #1
Ossipee, New Hampshire 03864



Policy Title:	Reasonable Accommodations
Effective Date:	April 1, 2022
Revision Date:	
Reference(s):	

Policy

Carroll County is committed to ensuring equal employment opportunities for all qualified persons with disabilities. The County will make reasonable accommodations for qualified individuals with disabilities to ensure equal opportunity in the application process, to enable employees to perform essential job functions, and to enable disabled employees to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities.

Procedure

Employees should notify the Carroll County Department of Human Resources if, because of a disability, he/she requires an accommodation to perform the essential functions of his/her job.

The employee may be asked to provide medical documentation about the disability and the types of reasonable accommodation that may be effective for the employee. The employee will be expected to promptly provide this information so that the County may evaluate whether the employee qualifies for accommodations and determine reasonable accommodations.

The County may decline to provide accommodation in certain circumstances including, but not limited to:

- a. The requesting employee is not a qualified individual with a disability within the meaning of State and/or Federal law.
- b. The accommodation would pose an undue hardship to the County or its employees
- c. The employee may cause a direct threat to his/her own health or safety or to the health and safety of others, even with the benefit of reasonable accommodation.

The County will maintain all medical information in a confidential manner, and will release it only to those with a legitimate need to know.

Employees with questions or concerns about disability discrimination or harassment must report the matter to the Department of Human Resources, the employee's Department Head, or to the Board of Commissioners.

This policy was adopted by vote of the Carroll County Board of Commissioners on March 3, 2022.



Terry McCarthy, Chairman Matthew Plache, Vice-Chairman Kimberly Tessari, Clerk