

Town of Chilmark
Procedure
Accommodations for Disability

- In general, an employee makes the initial request for accommodation. However, the department head must not rely on the employee to request an accommodation. If a department head senses an employee has a disability that may affect performance or ability to perform his or her assigned duties the department head must discuss with the employee in order to determine if an accommodation may be needed.
- Department heads are required to discuss requests for accommodations by persons claiming to be disabled.
- Requests may be oral or written, but must be clear and specific. A department head is required to be alert to the need for an accommodation and be watchful for indirect requests for accommodation.
- Department heads must respond to requests for accommodations within a reasonable amount of time, and take reasonable steps to provide accommodation, depending on the availability of suitable accommodation alternatives.
- The provision of an accommodation must result from an interactive process between employee and department head.
- Department heads may request medical documentation of the disability as it relates to the request for accommodation.
- Department heads determine what accommodation will be provided.
 - If a department head is aware of a disability he or she should offer to provide an accommodation even if there is no specific request from the employee.
 - Others may make requests for accommodation on behalf of the employee with the disability: a family member, a friend, a health professional, or other representative.
 - Clear job descriptions are recommended in order for employees and department heads to know the essential job functions.
 - This act applies to all employees, including seasonal.
 - The Human Resources Board must be notified in writing of any department providing accommodation.
 - These matters are confidential and therefore confined to supervisors, the Human Resource Board and other town officials where appropriate.
- The definition of “reasonable” is not too burdensome or expensive, something that can be done within a town’s ability to have others pitch in, for example.