

Policy Title	Disability and Accommodation Policy - Employees, Covered Individuals	Policy ID	448
Keywords	ada, adaa, adaaa, disability, handicap, accommodation, discrimination, accommodate, disabled		

I. Purpose of Policy

To allow for and maintain a work environment at Dartmouth Hitchcock (DH), comprised of Mary Hitchcock Memorial Hospital and Dartmouth Hitchcock Clinic that enables individuals with disabilities to enjoy equal employment opportunities.

II. Policy Scope

This policy applies to all DH employees (including residents, fellows, professional staff members, regular employees, temporary and/or term-limited employees, and per diem employees).

To the extent that this policy conflicts with processes established in the Bylaws, Rules and Regulations of the Professional Staff of Dartmouth Hitchcock (“Bylaws”), any GME procedures/policies, or contract, the Bylaws, GME procedures/policies, or contract shall govern.

III. Definitions

All definitions shall be interpreted consistent with the American with Disabilities Act (ADA), as amended, and its applicable regulations, as well as applicable state law. To the extent the state and federal laws differ, DH shall interpret the definition in the manner that affords the greatest employment opportunity to employees.

IV. Policy Statement

Dartmouth Hitchcock is committed to equal opportunity in employment for persons with disabilities and complies with the Americans with Disabilities Act of 1990 (ADA), as amended, and any other applicable state and federal laws. Accordingly, Dartmouth Hitchcock shall not discriminate against qualified individuals with disabilities in regard to application, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Moreover, it is Dartmouth Hitchcock’s policy to provide reasonable accommodations in employment to qualified individuals with disabilities so that they can perform the essential functions of the job, unless the accommodation would impose an undue hardship on DH’s operations or would change the essential functions of the position. Retaliation against an individual with a disability for utilizing this policy or seeking a reasonable accommodation is prohibited.

Requesting an Accommodation. Individuals with any questions or requests for accommodation should contact DH Leaves Administration at (603) 653-1400 or DHLeaves@Hitchcock.org. A request from an employee to bring a service animal to work will be processed like any other request for reasonable accommodation. DH may impose a trial period during which the employee is permitted to bring their

service animal to work to see if allowing the animal is effective and does not pose an undue hardship. Once a request for an accommodation is received, Human Resources engages in the interactive process with the employee, the employee's home department, the employee's provider, and any other relevant and necessary parties until a determination can be reached upon whether a reasonable accommodation can be made for the employee.

Employees are required to cooperate fully with DH in the procurement of medical and other relevant records so that DH can fully comply with applicable law. This means that the employees are required to supply DH's Leaves Administration or its designee with any and all records that DH lawfully requests as part of the interactive process and to execute any medical authorizations or release forms provided by DH, its designee or a medical care provider. All medical information and related records will be maintained consistent with applicable privacy policies.

Safety Standards. All employees are required to comply with Dartmouth Hitchcock safety standards. Deviation from Dartmouth Hitchcock safety standards constitutes an undue hardship on Dartmouth Hitchcock. Dartmouth Hitchcock shall not undertake to accommodate any individual if that accommodation causes a direct threat to the safety of that individual or others in the workplace, including patients and colleagues. Individuals who are currently using illegal drugs are excluded from coverage under this policy.

Retaliation is prohibited. DH will not tolerate any form of retaliation against an applicant or employee on the basis of a disability, a request for a disability accommodation, or participation in a complaint or investigation of disability discrimination.

Questions. Individuals with any questions or requests for accommodation should contact the DH Leaves Administration at (603) 653-1400 or DHLeaves@Hitchcock.org.

Other Information

Nothing in this policy provides any contractual rights regarding terms and conditions of employment, nor does anything in this policy alter or modify the employment-at-will relationship between DH and its employees. Further, nothing in this policy creates an employment relationship for members of the workforce who are not employed by Dartmouth Hitchcock.

VI. References

- Americans with Disabilities Act (ADA) / Americans with Disabilities Amendments Act (ADAAA)
- Civil Right Act of 1964, Title VII
- Genetic Information Nondiscrimination Act of 2008 (GINA)

Responsible Owner:	Benefits	Contact(s):	Laura Clerc
Approved By:	Office of Policy Support (OPS); Cox, Kimberly	Version #	5
Current Approval Date:	02/11/2025	Old Document ID:	
Date Policy to go into Effect:	02/11/2025		
Related Policies & Procedures:	Code of Ethical Conduct-D-H Leave Policy - Pregnancy Disability Leave Policy - Pregnancy Disability Family and Medical Leave Act (FMLA) and Servicemember Leave Policy Leave Policy - Personal Non-Discrimination and Anti-Harassment Policy		
Related Job Aids:			

