

**TOWN OF LUNENBURG**  
**AMERICANS WITH DISABILITIES ACT (ADA) POLICY**

In order to promote an environment free of discrimination and harassment for individuals with disabilities and to ensure that the Town complies with all federal and state laws concerning qualified individuals with disabilities, the Town is establishing these uniform guidelines and policies which apply to all employees.

**MISSION STATEMENT**

The Town is committed to providing reasonable accommodations for qualified individuals with disabilities in accordance with applicable federal and state law unless doing so represents an undue hardship for the Town.

**DEFINING DISABILITY AND THE TOWN'S OBLIGATION**

**A. Disability**

According to the ADA, a “disability” means:

- A physical or mental impairment that substantially limits one or more of the major life activities of the individual.
- Having a record of such an impairment
- Being regarded as having such an impairment

**B. Qualified Individual with a Disability**

A person with a physical or mental impairment that substantially limits one or more major life activities who is able to perform the essential functions of their job with or without a reasonable accommodation is considered a qualified individual.

**C. Reasonable Accommodation**

The Town will provide reasonable accommodations to qualified individual with disabilities upon request unless doing so would create an undue hardship.

**D. Undue Hardship**

A requested accommodation may constitute an undue hardship and can be denied where it:

- Requires significant difficulty, expense, and disruption, both financial and administrative.
- Would result in a fundamental alteration of the Town’s operations and/or the nature of the job

**PROCEDURE FOR OBTAINING AN ACCOMMODATION**

If an employee has a disability, is a qualified individual with a disability and believes s/he needs a reasonable accommodation, s/he should initiate the request by contacting either their department head or the Town Manager who acts as the the Town’s ADA Coordinator. An interactive process will get underway and all appropriate parties will work together to identify whether a reasonable accommodation is available. Department heads should confer with the the

ADA Coordinator/Town Manager before addressing any request for an accommodation. The Town has the right to request medical documentation supporting the employee's request for an accommodation from the employee and/or to send the employee to be examined by a Town-appointed medical professional to determine what, if any, accommodation may be necessary or appropriate.

**Confidentiality Will Be Maintained to the Fullest Extent Practical**

In accordance with the ADA, the Town will protect and maintain the confidentiality of any medical information received in connection with the reasonable accommodation process. Information will only be shared on a need-to-know basis and documentation will be maintained separately and securely.

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