

CALIFORNIA JPIA

Policy Template

Policy Name:

Notice Under The Americans With Disabilities Act

Policy Purpose:

This policy has been created to assist member agencies to comply with the ADA, 28 CFR PART 35 and Section 504 of the Rehabilitation Act of 1973.

Replacing Document: None

To Whom Does The Policy Apply:

The ADA notice requirement applies to all state and local governments covered by Title II, even agencies with fewer than 50 employees.

Note:

The Authority has additional resources that may be helpful in the development and training of policies, programs and procedures.

1. Training Workshops:
Planning for ADA Compliance
Risk Managers Roundtable - ADA and Its Impact on Members (6/18/2013)
2. Video Resources:
None
3. Other Resources:
ADA Compliance Resource Manual
White Paper: The Americans with Disabilities Act

Important:

This reference material is compiled for use by Authority members in the preparation, development and implementation of risk management policies, programs, and procedures. Since this document is designed to meet the needs of the general pool membership, please be aware that the present form is best considered a template for use by your agency in drafting specific documents. This template should not be construed as legal advice. Accordingly, any resulting policy, program or procedure that results from this template should always be reviewed and approved as is customary by your agency, including the purview of any necessary legal and/or governing body authorities to ensure the policy being developed meets the unique needs of your jurisdiction. Policies should be implemented after proper training has been provided.

This reference material is to be considered proprietary and confidential and may not be disclosed to any person without the express, prior permission of the California JPIA. This reference material is for Authority member use only and does not apply in any criminal or civil proceeding. This reference material should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims.

CITY OF PALOS VERDES ESTATES (PVE)

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973, PVE will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: PVE does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: PVE will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the [Agency] programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: PVE will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the PVE offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the PVE should contact the office of the Administrative Analyst – Human Resources as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require PVE to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of PVE is not accessible to persons with disabilities should be directed to:

Administrative Analyst – Human Resources
340 Palos Verdes Drive West
Palos Verdes Estates, California 90274
310-378-0383
California Relay Service: dial 711

PVE will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

This notice is available in alternate formats from the ADA Coordinator.